

SMEATON'S TOWER

Civil Marriages and Civil Partnership Registrations



GENERAL INFORMATION

- Smeaton's Tower is owned by Plymouth City Council and is operated by staff from Plymouth City Museum and Art Gallery.
- The Lantern Room, at the top of Smeaton's Tower Lighthouse, is licensed as a venue for civil marriage and civil partnership registrations ceremonies. The Lantern Room where the ceremony is conducted can accommodate the couple plus their two witnesses and the Registration Officers. For health and safety reasons we cannot allow more than a further four guests into the Tower during the ceremony, therefore any further guests will need to wait outside.
- This is a 'ceremony only' venue and is not available for receptions.
- Ceremonies can be held on Fridays and Saturdays and can be booked to start at 11am or anytime between 1.30pm and 2.30pm.
- The charge of £250 for the hire of the venue is payable to Plymouth City Council. A non-refundable deposit of £100.00 is payable at the time of booking. The balance of £150 is due at least one week prior to the ceremony.



REQUESTING A REGISTRAR TO CONDUCT YOUR CEREMONY

- As soon as you have agreed a date and time with Plymouth City Museum and Art Gallery you should contact The Register Office, Lockyer Street, Plymouth, PL1 2QD or telephone: 01752 268331 to arrange for a Registrar to attend. If either of you reside outside Plymouth you will also need to contact your local registration authority or district registration office to arrange your legal preliminaries. You will find details for these in your local telephone directory.
- The Registrar will charge for attendance, notices of ceremony and for any certificates. Currently these charges are £340 to £366 for attendance, £67 for two notices and £3.50 for each certificate.
- As these charges are liable to change you can check them on the Plymouth City Council website: www.plymouth.gov.uk/costofmarriage

ON THE DAY

- A room within Smeaton's Tower will be made available for you to meet the Registrar prior to the ceremony.
- For **civil marriage** ceremonies, it is essential that the groom arrives at the Tower at least 15 minutes prior to the start of the ceremony to allow enough time for the necessary interviews to be conducted.
- A dedicated member of Museum staff will be available on the day to ensure the smooth running of all aspects of your occasion, including the ceremony itself.
- You will need to consider how you will arrive at Smeaton's Tower. We can arrange for one vehicle to be allowed access to the Hoe Promenade. Please provide the registration number and the model of any such vehicle at least three weeks in advance of the ceremony. Chargeable 'on street' parking is available in the vicinity and disability parking badge holders can park on the Promenade if there is space in the designated area.
- The ceremony must be open to the public and a notice to this effect will be placed on the notice board in the front entrance to Smeaton's Tower at least one hour prior to the ceremony.
- We do not allow the throwing of confetti and rice within Smeaton's Tower.
- No smoking is permitted within Smeaton's Tower.
- Unfortunately there are no toilet facilities within Smeaton's Tower. However, there are public conveniences within a distance of 250 yards.



FLOWERS, PHOTOGRAPHY AND MUSIC

- It is possible for you to have a floral display in the Lantern Room but we ask that you discuss this with Museum staff, in advance, in order to arrange for delivery and collection/disposal.
- The Registrar requests that only official photographs are taken during the actual ceremony. There will be time afterwards for you to take photographs inside Smeaton's Tower. You should note that the circular nature of the building and the short distances available can make some photography shots quite challenging. If you are considering using the balcony as a site for photographs you should note that it can be exceptionally breezy – clothing, hairstyles and headwear should be chosen accordingly.
- If any music is to be played before, during or after the ceremony this has to be agreed in advance with the Superintendent Registrar who will decide whether the choice is appropriate and not of a religious nature. The Museum is happy for you to have pre-recorded music of any style or you may wish to have 'live' music. Please discuss such arrangements with the Museum at least two weeks in advance of the ceremony so that the necessary equipment can be made available.

OTHER THINGS TO CONSIDER

The Lantern Room is at the top of 93 steps. There is a stone circular staircase to the first floor and then a series of open wooden stepladders between the other four levels. Please choose footwear carefully and avoid stiletto heels. Tight or very wide skirts, layers of petticoats and long skirts, dangling sleeves, trains and tiaras can make climbing the ladders difficult whilst top hats and thick woollen suits can be very uncomfortable. You could get quite warm by the time you reach the top and, due to the amount of glass, the Lantern Room can become very hot on a sunny day.

We recommend that you visit the venue in advance to help prevent any unexpected problems on your special day. If you would like to arrange this, please do not hesitate to contact us.

HEALTH AND SAFETY

Please ensure you inform us if you, your partner or a member of your party is pregnant or suffers from any of the following conditions:

- Asthma
- Back problems
- Joint problems such as arthritis
- Heart problems
- Vertigo or fear of heights

There is space on the booking form to provide any relevant details.

NEXT STEPS

If you are interested in holding your civil marriage ceremony or civil partnership registration ceremony in the Lantern Room of Smeaton's Tower, please contact the Marketing and Events Assistant on 01752 304774 to discuss availability and request a Booking Form.

We look forward to hearing from you and hopefully hosting your ceremony.

SMEATON'S TOWER SUMMARY

Venue

Lantern Room

Maximum number of people

The couple and their two witnesses plus the Registration Officers within the Lantern Room.

Four guests within the lower rooms.

Days available

Friday and Saturday

Times available

11am or between 1.30pm and 2.30pm

Venue charge

£250