

# WEDDINGS

## AT WILLIAMSON PARK

### Wedding Ceremonies at the Ashton Memorial

The Ashton Memorial was commissioned by James Williamson - Lord Ashton - as a tribute to his late wife, and this beautiful building has been associated with love and romance ever since. With its stunning marble floors, sweeping staircases and magnificent views across Morecambe Bay and the Lake District, the Memorial has become Lancaster's most exclusive venue for weddings and civil partnerships. The ground floor of the Memorial is licensed for marriage ceremonies and you and your guests will have sole access to the architectural splendour and breath-taking views from the first floor viewing gallery. Set in 54 acres of beautiful woodland this unique venue provides endless opportunities for photographs of your day, as well as a wide variety of fun for your younger (and not so young guests). The Ashton Memorial is an approved building for civil wedding ceremonies and partnerships. Couples can hire the ground floor of the Ashton Memorial for their ceremony.

### Ceremony - Costings April 25 - March 26

- The Hire for a ceremony is £685. This price includes a £100 non-refundable deposit. This includes the use of the grey standard chairs, registrar's table and staffing.
- Option to upgrade ceremony chairs to our White Chivari chairs, speak to your wedding coordinator for pricing details.
- We hold ceremonies at either 10am, 12pm, 2pm or 4pm. But can only hold two ceremonies a day due to time constrictions. These timings are dependent on the what availability there is on that day, Weddings time slots are either 10am and 2pm or 12pm and 4pm.
- Hire of the Ashton Memorial is for 2 hours. Half an hour before the ceremony, approximately half an hour for the ceremony, and one hour afterwards e.g. 2pm ceremony, would have a booking time from 1:30pm- 3:30pm.
- The Ashton Memorial is licensed for 120 people. This 120 must include 2 registrars and 2 members of staff.

### Drinks Package

- We can serve prosecco, champagne, beer or soft drinks after the signing of the register. This must be supplied by yourselves.
- Corkage charges are as follows; £9.00 per 75cl bottle of prosecco/ champagne, £14 per magnum, £4.50 bottle of beer/lager/cider, £6 per bottle of soft drink.
- Glass hire is included in the corkage price. Guests are not permitted to serve their own drinks, and glassware is not permitted outside of the Ashton Memorial.
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### Parking

- The Quernmore Road car park (adjacent to the café LA1 1UX) is closed off to the public, so that wedding guests get priority parking. However some spaces will be reserved for disabled visitors to Williamson Park. Car parking is free for all wedding guests and there will be a car parking attendant present to ensure that everyone is safely parked.
- Only two bridal cars are allowed into the area directly in front of the Ashton Memorial at any one time. Any additional vehicles will be asked to move. Cars will be allowed to drop off disabled and elderly guests outside the Ashton Memorial but they must return to the car park after doing so. This is a safety regulation in case of emergency service access to the Ashton Memorial.
- If you are have hired coaches you must inform the wedding coordinator prior to your ceremony so that we can reserve space for coach parking.

## Music

- The Ashton Memorial is equipped with surround sound and a music system that can accept devices that use an AUX connection, eg Phones, iPods and Laptops. You normally need up to half an hours worth of music for before and after your ceremony, one song to walk in to, fifteen minutes worth of music for the signing of the register, and also your walking out song. Religious music is not permitted.
- We ask that if you are using CDs that the music for each section is put on separate CDs.

## Decorations

- Flowers and other decorations can be placed in the Ashton Memorial for the ceremony. We have two pedestal stands, which maybe borrowed if required.
- Confetti is permitted, so long as it is biodegradable. Confetti must not be thrown on the Ashton Memorial steps. Due to the fact that it not only stains the stone but also can become hazardous if wet.
- Restrictions: Candles and balloons are not permitted in the Ashton Memorial at any time. We do not allow any thing to be stuck to the interior walls of the memorial.
- Wedding guests are more than welcome to use any of the park facilities such as the Café or Butterfly House.
- The Pavilion toilets (between the Café and Gift Shop) will be open and available for use
- The ground floor of the Ashton Memorial is fully accessible to all. There is a disabled lift which takes disabled visitors and guests from the lower ground floor to the ground floor. If any of your guests require the use of the lift please let the wedding coordinator know prior to your ceremony.
- Please be aware that the Ashton Memorial is a public building and is open for public use from 10am every day.

## The Registrar

- Your wedding cannot take place without a registrar.
- Lancashire County Council Registration Services will take bookings 3 years in advance of the ceremony date. To contact them please ring the Lancashire Registration Service on 0300 123 6705
- Please visit <http://new.lancashire.gov.uk/births-marriages-and-deaths/ceremonies.aspx>

## How to Book the Ashton Memorial

To book the Ashton Memorial for your ceremony please contact, our Wedding Coordinator, to discuss availability either via email, [balston@lancaster.gov.uk](mailto:balston@lancaster.gov.uk) or on 01524 582528

When you have decided on a date, we provisionally book it for you. You will then need to contact Lancashire County Council Registrars to check whether they are available. If they are available and you wish to proceed with the booking, you will need to fill out a booking form, which can be obtained from the Wedding Coordinator. Once the booking form is complete we require a £100 non-refundable deposit to secure in your date. The remaining balance will need to be paid 2 months prior to the ceremony. If you wish to pay your balance off earlier please contact a member of staff on 01524 33318.

Please note that if you pay by card payments this will appear on your statement as Lancaster City Council. Around six weeks prior to your wedding, our Wedding Coordinator, will contact you to arrange a Checklist Meeting. This meeting enables you to ask any questions you may have about your wedding, and enables the co-ordinator to explain in detail what happens at your ceremony.

### Contact Information

To discuss Wedding ceremonies at the Ashton Memorial please contact, our Wedding Coordinator on 01524 582528 or email [balston@lancaster.gov.uk](mailto:balston@lancaster.gov.uk)

For more information and to check availability on our online active calendar, visit [lancaster.gov.uk/williamsonpark](http://lancaster.gov.uk/williamsonpark)

The hirer is liable for any damage and must be made aware that they will be charged for any damage caused to the Ashton Memorial interior or exterior and likewise to Williamson Park and Lancaster City Council property.