

Edinburgh City Chambers Frequently Asked Questions

We've put together this Frequently Asked Questions (FAQ) document to help answer any queries you may have about your special day. From ceremonies to evening reception, we've covered all the essential information you might need. Our goal is to make everything as easy and stress-free as possible, so you can relax and enjoy the celebration with us. If there's anything else you'd like to know, please don't hesitate to reach out—your presence is what makes the day truly special!

Registration Office

Tel: 0131 529 2600

Email: marriageandcp@edinburgh.gov.uk

Events Office

Tel: 0131 529 4009

Email: citychambersevents@edinburgh.gov.uk

Q. Do you have a full wedding package?

A. We have a full wedding package which includes the following:
Hire of Council Chamber, European room, and Members Lounge

Signage

Table plan board

Cake table and stand

PA system and microphones for speeches

Coloured posier linen

Q. Do you have an in-house catering team?

A. Yes, Edinburgh City Chambers has an in-house catering team that would love to provide the drink/food for your special day. The package menu is only a sample of what we can offer and can be tailored to your unique preferences. All options include the provision of linen, cutlery, crockery, glassware, and a cake knife/stand.

Q. What is the max capacity for a meal and reception

A. For the wedding breakfast, the maximum number we can accommodate for a sit down meal is 100 guests. An additional 50 guests for an evening reception is permitted. For more information on our capacities please contact the events team to discuss your options further.

Q. Do you have parking

A. We do not have onsite parking facilities, however, we do allow for drop offs of equipment etc with suppliers. Our closest public car parks available are:

New Street Car Park, Open all day.

St James Centre Car Park, Open all day.

NCP Edinburgh Castle Terrace, Open all day.

Q. Is the venue accessible?

A. Yes, our event floor is fully accessible and can be accessed via our lift at reception.

Q. Who will look after my booking

Our events department consists of two, and once your wedding is confirmed, a team member will be assigned as your main contact leading up to the big day. We strive to keep in contact throughout the process and provide checklists for couples to follow to ensure everything is planned to perfection.

Q. Am I allowed to bring in my own suppliers?

A. Apart from catering, you are welcome to bring in any suppliers of your choice for your special day. If you are having difficulty finding a specific supplier, we are always available to offer guidance and can provide you with our list of recommended vendors.

Q. Can my suppliers visit the venue prior to the wedding day?

A. Yes, we are pleased to accommodate supplier visits to the venue prior to the wedding day. A member of our event team will be present to address any questions they may have.

Q. Are there any restrictions on wedding items such as confetti?

A. For the preservation of our venue, we do not permit the use of confetti, open flames, or helium balloons. Alternatives such as LED candles are encouraged to create a beautiful atmosphere.

Q. Is there a PA system?

A. Yes, we have a PA system in the Council Chamber and European room where we can provide handheld microphones for speeches as required.

Q. When do you require the wedding items to be delivered to the venue?

A. We recommend that wedding items, such as décor, be dropped off at the venue the day before the event. This allows ample time for proper setup and ensures that everything is arranged according to your vision, creating a stress-free experience on your wedding day

Q. Will there be someone in attendance from the events team on the day?

A. For each wedding, two dedicated staff members are typically assigned to oversee the event. They will be fully briefed on the details of your special day and will follow a comprehensive schedule to ensure everything runs smoothly and according to plan.

Q. Can we leave items after the wedding to pick up for collection at a later date?

A. Items may be left at the venue and collected at a later date, with prior arrangement. We kindly request that collection is scheduled within a reasonable timeframe to ensure smooth venue operations and availability of storage space.

Q. What is required upon booking?

A. To secure a wedding booking at our venue, a completed booking form and signed contract are required, along with full payment. Once these steps are completed, your reservation will be confirmed, and we will proceed with the planning process to ensure a seamless day.
