

# Civil Ceremonies



## The perfect location...

A suite of three inter-connecting rooms; the Lavery Room, the Clarke Room and the Purser Room. Private entrance from the street with red carpet on arrival. A choice of elegant chairs and a dedicated Events Manager on site during your wedding. Private tours can also be arranged for guests as part of your day.

## Capacity

The maximum capacity for a civil ceremony or reception is **40 guests** (plus the couple).

## Registrar

The HSE registrar will conduct ceremonies Monday-Friday only. Humanist ceremonies, however, can take place on any day. All ceremonies must be arranged by the couple through the Registrar's office 3 months in advance.

Applications must be made in writing to:  
Civil Registration Service, Eastern Registration Area,  
Joyce House, 8-11 Lombard Street East, Dublin 2.  
Tel: 01-8638200

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## Catering

Couples have the option to arrange refreshments after their ceremony. Talk to us to find out more about the range of options.

## Public Liability Insurance

Public Liability Insurance must be put in place for the event, and is the responsibility of those hiring the venue. Cover to the value of €6,500,000 is required. Contact your broker or Event Insure: [claire@eventinsure.ie](mailto:claire@eventinsure.ie)

## Payment

25% of the venue fee is required for confirmation of the booking.  
The remainder of the venue fee must be paid 1 week in advance of the event.  
Venue fee is subject to 23% VAT.

# Ceremony Options

NATIONAL  
GALLERY *of*  
IRELAND



## Civil Ceremony

3pm – 5pm

Lavery Room or Purser Room, with the option to have light refreshments

€750 + VAT (Catering not included)



## Civil Ceremony + Drinks Reception

3pm – 7pm

Lavery Room or Purser Room for ceremony

Drinks in adjoining rooms

€1,000 + VAT (Catering not included)



## Civil Ceremony + Dinner

3.30pm – 10.30pm

Lavery Room, Purser Room and Clarke Room

€2,500 + VAT (Catering not included)

events@ngi.ie  
01 6615133  
nationalgallery.ie