Weddings
Ordsall Hall

What's Next?

To help plan your special day at Ordsall Hall we have put together a few simple guidelines:

1. Firstly, select your preferred date.
2. Contact Sue Bainbridge, our Event & Wedding Manager by emailing **ordsallhallweddings@scll.co.uk** to make an appointment or to discuss your requirements.
3. Once you have checked availability with us you will need to contact Salford Registrars to secure the date in their diaries, by email marriages@salford.gov.uk or by [t] 0161 793 2500 [e] marriages@salford.gov.uk. It is your responsibility to book the date with the Registrars.
4. A £500 non-refundable deposit is required at time of booking with £1500.00 required 3 months before the ceremony and the balance (including vat) plus any catering costs 30 days before the wedding.
5. By law you are required to give notice of your intention to marry at the **Register Office** as soon as possible after confirming the date. This needs to be given at the Register Office of the borough you live in (although it will be a Registrar from Salford City Council who performs the ceremony at Ordsall Hall). This cannot be done more than 12 months before your wedding although the date can be in the diary up to 2 years before the ceremony.
6. On receipt of the deposit you will receive an official letter of confirmation detailing the booking, along with a copy of our terms and conditions. It is important that you read the information.
7. An official booking form will be sent for completion and returning to the Event and Wedding Manager.
8. Two months before the ceremony the Wedding Manager will sit down with you and discuss the format of the day, confirm any catering requirements and the running order.
9. Should you decide to stay on at the Hall for a drinks and canapé reception, you will be required to finalise menu and drink choices and pay the balance at least 30 days before the wedding.