

Haywards Heath Town Hall

Wedding Guide

2025/2026

*Civil Marriages
& Partnerships*

40 Boltro Road
Haywards Heath
RH16 1BA



**HAYWARDS HEATH
TOWN COUNCIL**



*Celebrate Your Special Day
at the Town Hall*

We are proud to host civil ceremonies and weddings in our
licensed Jubilee Room. The Town Hall offers beautiful and
versatile facilities available to hire seven days a week,
8:00am to 11:00pm.

Our Location

Our venue is perfect for couples seeking a charming, well-connected, and welcoming location for their big day.

The Haywards Heath Town Hall is conveniently located with the following key spots nearby:

- Muster Green, an award winning green space, is just up the road and offers a picturesque backdrop for your wedding photographs
- Haywards Heath Railway Station is only ½ mile away
- In walking distance to the town centre
- A central Sussex setting with excellent road links, just 13 miles south of Gatwick Airport

Designated on-site parking ensures convenient access for your guests.





Jubilee Room

Located on the first floor, the Jubilee Room provides a light and elegant setting with stunning wooden flooring.

It is a blank canvas, ready for you to create the wedding of your dreams, and can comfortably accommodate up to **80 guests**.

Across from the entry, sleek double patio doors open onto a charming walkout balcony, offering a lovely spot to step outside and take in the view - an elegant vantage point for couple photos.

There is also direct access into our large kitchen next door, available at an extra cost, which is perfect for your caterers' use.

The venue offers full disabled access throughout, including a lift for convenient access to the first floor.





Important Information

REGISTRAR

If you choose the Town Hall for your ceremony, please remember that you will need to arrange a registrar independently through the West Sussex County Council Registration Office by calling 01243 642122.

SEATING

We can comfortably accommodate up to 80 guests with seating provided.

AISLE CARPET

A beautiful red aisle carpet is included in your booking, adding a classic touch to your walk down the aisle.

DECORATIONS

You are most welcome to decorate the room ahead of your ceremony or reception. We simply ask that any items being attached to the walls be reviewed in advance so that we can protect our beautiful venue.

The decorations and artificial flowers you see in our photos are also available for hire, please get in touch for more details.

MUSIC

Our in-house PA system is included in your booking, or you're very welcome to bring your own. For the ceremony, please ensure all music is non-religious in nature. For receptions, we recommend hiring a DJ who can provide their own sound system to keep the celebrations flowing smoothly.

FOUR-LEGGED GUESTS

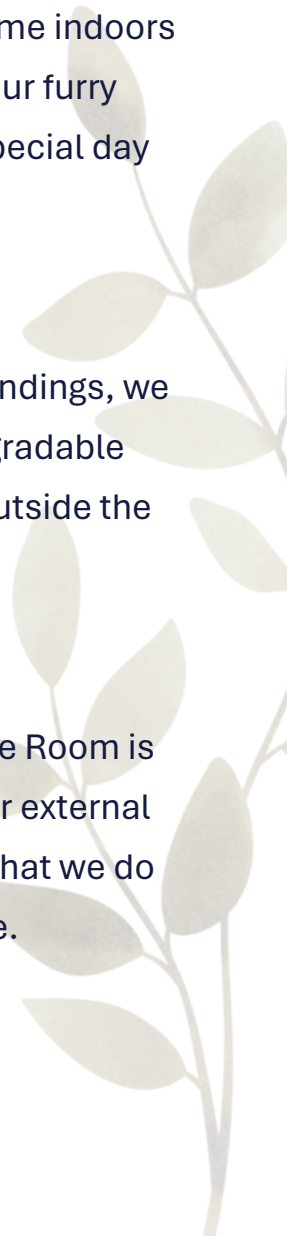
Well-behaved dogs are welcome indoors - up to two at a time - so your furry friends can be part of your special day too.

CONFETTI

To help us care for our surroundings, we kindly ask that only bio-degradable confetti be used - and only outside the building.

FOOD & DRINK

The kitchen next to the Jubilee Room is also available for hire for your external caterers. Please kindly note that we do not hold a bar license.



Hire Charges

Ceremonies For Civil Marriages/Partnerships

Mon-Sun £425.00

Wedding Receptions/Celebratory Functions

Mon-Fri £99.00 per hour

Sat/Sun £123.50 per hour

To secure your special day, a non-refundable deposit of £30 is required at the time of booking.

The remaining balance is due at least three weeks prior to your ceremony date.

In the unfortunate event of a last-minute cancellation, the full hire fee will be payable, except in cases of extreme circumstances which we will review with understanding and compassion.





How To Book

To reserve your date, please contact
Brenda Gulliver on the following details:

01444 455 694

brenda.gulliver@haywardsheath.gov.uk

The Town Hall
40 Boltro Road
Haywards Heath
RH16 1BA

Please kindly note that a non-refundable
deposit of £30 is required when booking.

