



# Weddings

BY CLAYTON HOTEL  
THOMAS PRIOR HALL, BALLSBRIDGE



# A warm welcome to a unique venue

**Thomas Prior Hall is a listed Victorian building which combines opulence with modern sophistication.**

With a wealth of stunning scenery, this unique venue provides the perfect backdrop for any ceremony, celebration and post-wedding celebration.

The impressive ballroom is a magical church-like venue with arched windows, spectacular vaulted ceilings, stunning chandeliers and a choir balcony, making it the ultimate romantic venue which is sure to impress your guests.

Thomas Prior Hall also offers a private entrance, bar and kitchen allowing the team to give a focused service for every couple.





# Perfect moments

At one of the most beautiful wedding venues in Dublin, the team at Thomas Prior Hall will endeavour to give you a magical day.

## Wedding capacity

- Intimate weddings of up to 50 guests in the contemporary surroundings of our 1880 private room
- Large weddings of up to 150 guests in our elegant Thomas Prior Hall

## Wedding banquet

Our Head Chef takes pleasure in preparing for you a wedding banquet with a variety of delicious and memorable choices. Combine this with impeccable presentation and courteous service, and you can expect a wedding banquet that delights you and your guests.

## Civil ceremonies

The Thomas Prior Hall and 1880 room are recognised for civil ceremonies.

## Pre & post-wedding events

We cater for all numbers if you want to start the party early or continue to the next day. Clayton Hotel Ballsbridge and Thomas Prior Hall offer a selection of venues on site, including the courtyard, the lawn, the 1880 room and much more.

## Wedding Suite & guest accommodation

The theme of luxury also extends to our bedroom accommodation.

We offer couples our complimentary Wedding Suite as part of our wedding package. Special accommodation rates, which include a full Irish breakfast, are available to guests attending your wedding. Our wedding package also includes two complimentary room upgrades.

## All your needs...

Our experienced, dedicated wedding co-ordinator is there to help you plan your wedding and will be delighted to discuss your requirements and show you our facilities. Their guidance and expertise will ensure that you enjoy your special day, every step of the way. Your arrangements will be carried out with the individual attention and personal service that Thomas Prior Hall is famous for.





# Ceremonies & civil weddings

For couples looking for an alternative venue to host their ceremony as well as their reception, Thomas Prior Hall is the perfect venue for civil ceremonies and civil partnerships.

We are a recognised civil ceremony location and hotel. We can offer an intimate suite in our 1880 room for civil ceremonies and partnerships.

For larger groups, the church-like Thomas Prior Hall provides the perfect backdrop to your ceremony.

**For further information please contact the Civil Registration Service;**

Civil Registration Service, Joyce House  
8-11 Lombard St E, Dublin 2

T +353 1 853 8200

For couples who choose not to include a religious element in their wedding celebrations, a humanist ceremony is an ideal option.

**For further information on humanist celebrants, please visit [www.humanism.ie](http://www.humanism.ie)**

E [admin@humanism.ie](mailto:admin@humanism.ie)

T +353 86 088 7744







# Intimate weddings at 1880 Suite

1880 provides a stylish and bright atmosphere for weddings.

Bask in the atmosphere of this elegant light-filled room with glass-lined walls and rich furnishings. Adjacent to 1880 you will find an outdoor terrace – ideal for a summer drinks reception.



# Accommodation

Clayton Hotel Ballsbridge boasts more than 334 bedrooms including luxurious executive, superior and deluxe rooms along with exclusive suites.

Our beautifully designed Wedding Suite is the perfect place to spend your first morning of married life together. Besides the wedding suite, you will find an exclusive and separate wing for the wedding party, close friends or intimate family members.

Away from the hustle and bustle, this ensures that you can relax and prepare for your big day in peace.

Couples will receive a complimentary overnight stay in the Wedding Suite on the night of their wedding, followed by a prosecco breakfast the following morning, delivered straight to your room.

We also offer your guests special accommodation rates.\*

\*T&Cs apply





# The complete Thomas Prior Hall package

Please enquire for up-to-date package pricing. The following package is based on a minimum of 100 guests.

- Welcome reception with prosecco, tea, coffee and homemade cookies for all your guests
- Five-course dinner menu with a choice of main course
- Half bottle of specially selected house wine per person
- Evening food of sandwiches, cocktail sausages and tea or coffee
- Whitewashed Chiavari chairs with ivory seat pads
- Damask linen tablecloths and napkins
- Candelabras with mirrored bases
- Integrated PA system
- Personalised menus and table plans
- Late bar extension



## Special moments

Alongside our exclusive package, each couple will receive the following, with our compliments:

- Designated wedding co-ordinator
- A 'one wedding a day' promise for a more attentive and personalised service
- Complimentary menu tasting for the couple
- Red carpet arrival with a glass of prosecco for the couple
- Complimentary room hire of Thomas Prior Hall (minimum numbers of 100)
- Two microphones and an inbuilt speaker for your speeches
- Choice of cake stand and knife
- Luxurious surroundings and gardens for perfect pictures of your special day
- No service charges
- Complimentary accommodation in our newly renovated Wedding Suite with prosecco breakfast
- Special accommodation rates for your guests for up to 20 rooms on your wedding night



# Celebratory moments

Here at Thomas Prior Hall, we want to make sure that all our couples are happy with their wedding day menu

Our Head Chef has carefully designed a menu based on seasonality and locally sourced produce. Couples are given a complimentary menu tasting where they will meet with the Head Chef to help choose their wedding day menu.

## Sample wedding menu

Speak with our wedding co-ordinator today to view our sample menus.

[cb.ballsbridge@claytonhotels.com](mailto:cb.ballsbridge@claytonhotels.com)







# Garden Celebrations

Weddings at Thomas Prior Hall provide a unique opportunity to embrace the outdoors and enjoy the refreshing atmosphere of the lawn on your special day.

Unlike other wedding venues in Dublin City, Thomas Prior Hall offers the use of our beautiful lawn, which is perfect for summer ceremonies or relaxed drinks receptions.

## Sample BBQ menu

### FROM THE GRILL

- 8oz 100% Irish beef burger served with condiments
- Spiced chicken kebab
- Smoked leek & pork jumbo sausage
- Skewers of jumbo prawns with cherry tomatoes
- Corn on the cob



### SIDES

- Chef's selection of individual mixed salads
- Greek salad with marinated feta
- Roasted potato salad with bacon & French dressing
- Hummus with a selection of flatbread & olive oil



### DESSERTS

- Selection of Clayton desserts





# Where every moment matters

At Thomas Prior Hall, we believe your wedding day should be designed with the same care and attention that goes into the beautiful bridal dress or tailored groom's suit, customised specifically to your personality and wishes.

The management and staff of Thomas Prior Hall would like to congratulate you on your recent engagement and thank you for enquiring about holding your wedding day at our venue.

Exuding elegance and charm, Thomas Prior Hall is a venue like no other. Located in the heart of Ballsbridge Dublin 4, this unique venue is nestled neatly on beautifully landscaped gardens with an iconic white-water fountain.

We would be delighted to discuss your requirements in more detail. Please contact our wedding co-ordinator to arrange an appointment.

E [cb.ballsbridge@claytonhotels.com](mailto:cb.ballsbridge@claytonhotels.com)

T +353 1 668 1111





# Wedding checklist

## Getting started

- Tell relatives and friends you're engaged ☐
- Open a wedding bank account ☐
- Select bridal party ☐
- Compose a guest list ☐

## 12-6 months before the big day

- Visit the celebrant and set the date ☐
- Book your reception venue. Contact our wedding co-ordinator for available dates ☐
- Determine a budget ☐
- Book your DJ and musician for the reception ☐
- Choose professional photographer/ videographer and wedding cars ☐
- Order your stationery ☐
- Shop for wedding gown – several fittings will be required ☐
- Obtain floral and music estimates; book services if possible ☐
- Pick a honeymoon destination – don't forget to book the time off from work ☐
- Order dresses for bridesmaids ☐
- Organise wedding insurance ☐

## 5 months before the big day

- Confirm arrangements with your celebrant and discuss the service ☐
- Finalise guest lists ☐
- Choose and purchase your wedding rings ☐
- Choose florist ☐
- Groom to organise suits for himself and best man ☐
- Make honeymoon reservations ☐
- Order your wedding cake ☐
- Confirm delivery of bridal gown ☐
- Reserve accommodation for guests who need it – ask our wedding co-ordinator about special rates for your guests ☐
- Go over details of reception with wedding co-ordinator ☐

## 2 months before the big day

- Inform celebrant of all the details of your ceremony ☐
- Fine-tune guest list and send out invitations, including gift list info ☐
- Finalise honeymoon plans, check passports are up to date and book travel insurance ☐
- Organise vaccinations and visas ☐
- Discuss hair and makeup with your hairdresser and makeup artist ☐
- Buy a guest book ☐
- Select wedding party gifts ☐
- Final gown fitting ☐

## 1 month before the big day

- Chase all unanswered invitations and draw up a final list of who'll be attending your wedding ☐
- Confirm final numbers with our wedding co-ordinator and work out a seating plan ☐
- Book your final hair appointment ☐
- If you're changing your surname or address, notify your bank, doctor and so on ☐
- Organise stag and hen parties (for at least a week before the day!) – this is a groomsman/bridesmaid job ☐
- Remind all those speaking at your wedding to prepare their speeches ☐
- Confirm music arrangements and check selections ☐

## 1 week before the big day

- Remind rehearsal dinner guests of time/location ☐
- Confirm photographer, flowers, cars, musicians and DJ ☐
- Reconfirm final numbers with our wedding co-ordinator ☐
- Go over final details of ceremony and reception with all parties involved ☐
- Assign small jobs to family/friends. (pick up guest book, cameras etc.) ☐
- Wear in your wedding shoes at home ☐

## 1 day before the big day

- Relax! ☐
- Pamper yourself! ☐
- Have honeymoon luggage sent to Clayton Hotel Ballsbridge ☐
- Have an early night ☐

## Wedding day

- Eat! ☐
- Hair & makeup ☐
- Check wedding dress/suits (pressing/steaming) ☐
- Have family member check ceremony and reception for items left behind ☐
- Breathe! Enjoy your day ☐

## Notes





# Weddings

BY CLAYTON HOTELS

*Part of the*  
Dalata Hotel Group