

Guildhall Room Hire

All prices are subject to VAT

	Banqueting Hall		Crown Court	
	Mo – Th £	Fr - Su/BH £	Mo – Th £	Fr - Su/BH £
Day up 5 hrs (am or pm)	250	360	175	280
Day 5 to 10 hrs	475	650	300	490
Eve up to 6 hrs (6pm +)	375	480	275	380
Day & Eve up to 12 hrs	550	790	400	550
Midnight up to 2am	125	160	90	125

	GJR or Oak Court		Mayor's Parlour **	
	Mo – Th £	Fr - Su/BH £	Mo – Fr £	Sa - Su/BH £
Day up 5 hrs (am or pm)	150	210	55	150
Day 5 to 10 hrs	250	375	90	150
Eve up to 6 hrs (6pm +)	200	275	140	150
Day & Eve up to 12 hrs	300	400	190	270
Midnight up to 2am	65	90	50	55

*** Mayor's Parlour: Fees Mon - Fr apply to Sa - Sun/BH when booked with another room & capped at £90*

All bookings include our standard AV/IT facilities and staging

We can quote for specialities AV

Additional Services - All prices are subject to VAT	
Tea / Coffee with biscuits	£2.00 per person per serving
Tea / Coffee with pastries	£3.00 per person per serving
Use of PA System	£25.00
Use of Staging	£25.00
Red Carpet	£300.00
Use of Projector	£12.50
Use of Screen	£12.50
Tablecloths	£10.00
Town Crier	£70.00

Conferencing Charges - All prices are subject to VAT

	Banqueting Hall	Banqueting Hall
No of Delegates	Up to 50	51 to 120
Full Day / Half Day	£39.50 / £19.95	£35.00 / £17.50

	Crown Court	Grand Jury Room
No of Delegates	15 to 75	12 to 35
Full Day / Half Day	£32.00 / £16.00	£29.95 / £14.95

Services Included:

Room Hire and Table cloths

Tea and Coffee plus pastry on arrival, with availability throughout the day

Sweets and water

Flip chart, paper and pens

Paper, pens and pencils for delegates

Use of audio visual and IT facilities and staging

Wedding Packages – For Up to 120 Guests

All prices are subject to VAT

Bronze: £700

Use of the Banqueting Hall from 1pm until midnight and use of our tables and chairs, PA system and staging.

Silver: £1450

Use of the Banqueting Hall and Crown Court or Oak Court from 8am until midnight and use of our tables and chairs, tablecloths, napkins, PA system and staging.

Gold: £2400

Use of the Banqueting Hall, Crown Court, Oak Court and Grand Jury Room from 8am until midnight and use of our tables and chairs, tablecloths, napkins, PA system and staging.

Platinum: £3200

Use of the entire building including the Banqueting Hall, Crown Court, Oak Court and Grand Jury Room from 8am until midnight and use of our tables and chairs, tablecloths and napkins, PA system, staging, cutlery, crockery, glassware, table number holders, chair covers, coloured sashes, favours and red carpet.

Guildhall Square & Market Place Hire Charges

All prices are Exempt of VAT

Session	Site	Per Day
8am - 1pm	Guildhall Square	£100.00
	Market Place	£250.00
	Poultry Cross	£50.00
1pm - 6pm	Guildhall Square	£100.00
	Market Place	£250.00
	Poultry Cross	£50.00
8am - 6pm	Guildhall Square	£200.00
	Market Place	£500.00
	Poultry Cross	£100.00
6pm - midnight	Guildhall Square	£100.00
	Market Place	£250.00
	Poultry Cross	£100.00

Discounts are available for multiple bookings and charities