



— *Guildhall, Lichfield* —



A spacious room, fronted with stone...

Behind the Hall are small apartments, in which Members of the Corporation transact the business of the city. Underneath the Guildhall is the gaol for the confinement of felons and debtors.

Harwood's "History of Lichfield" describing Guildhall in 1806

Guildhall, Lichfield



Guildhall provides a setting steeped in history but also good quality modern facilities. It has been central to the government of Lichfield for over 600 years and has also served as the Court, prison, police station, theatre, and fire station.

The first Guildhall was erected on this site around 1387, when Richard II granted ordinances to the Guild of St Mary and St John the Baptist.

In 1707 the Conduit Lands Trustees made a contribution of £83 for “plucking down and rebuilding the Townhall” because it was “so ruinous that it was in danger of falling down”.

Further works took place in 1741, most of the present ground floor, and the smaller rooms at the rear of the building date from this period.

By the 1840’s, Guildhall appears to have been in a ruinous condition, and in 1844 the Conduit Lands Trust agreed to provide £2,000 “to put the Guildhall to rights once and for all”. It is these works which created the Gothic style frontage to Bore Street, and the panelled main hall on the first floor.

As well as the general maintenance associated with buildings of this age, major repairs and refurbishment to Guildhall have taken place more recently, including the installation of a lift and a professional standard catering kitchen in 2010.

The Guildhall (main hall)

First Floor, maximum capacity 160 (88 using round tables), access by stairs or lift.

The main hall is 87' (26m) long and 25' (7.5m) wide. It is oak panelled, with a beamed high roof, giving a fine medieval backdrop to your ceremony.

At the north end there is a large stone tracery stained glass window that was originally placed in the north transept of Lichfield Cathedral in 1811 and depicts principal founders and patrons of the Cathedral.

The Minstrels Gallery on the second floor overlooks the main hall and provides an excellent view of proceedings that is often used for photographs.



The Guildroom

Ground Floor, maximum capacity 70

In the early part of the 18th Century the front part of the ground floor was let as a house, later becoming the living quarters for the Police Superintendent. What is now the Guildroom was used as a fire station until 1943.

This room housed two tenders which left through a double door at the front. Even in the 1930's only one tender had an engine; when the second tender was required it was towed to the scene of the fire by the breakdown truck from the local garage! The Guildroom has been fully refurbished with panelled walls and a timber ceiling.



Prison Cells

The prison for felons and debtors, at the rear of the building has been in existence since c.1545, and originally had eleven rooms and cells. The cells are open to the public at certain times throughout the year.

Several ceremonies that have taken place at the Guildhall have utilised the cells for photographs, providing a unique backdrop to the events of the day! Access to the cells can be arranged for you at any time of the year, but please inform us at the time of booking.



We would be delighted to show you Lichfield's Guildhall and discuss how we can tailor your event to your specific requirements. Viewings are by appointment only, please contact us to arrange your visit.

Email: enquiries@lichfield.gov.uk | Telephone: 01543 309850 | Website: www.lichfield.gov.uk

The Guildhall Services

BAR FACILITIES

If you wish to sell alcohol at your booking, there are two options:

- a) The Council has an agreement with the Lichfield District Arts (LDA) to operate the bar at Guildhall. You will need to book the bar with the Guildhall Bookings Secretary, and the charge will be added to your invoice.
- b) If you do not wish to use the LDA bar, it may be possible for you to make separate arrangements with a qualified licensee to provide bar services, but this will require prior written consent from the Council. You will not be able to use the fitted bar facilities and you will need to provide your own glasses.

If it is a private function and alcohol is to be provided entirely free then a licence is not required, and you can bring in your own alcohol. In this case you should also arrange to supply your own glasses.

Remember that you, as the hirer, are responsible for maintaining good order during your booking and will be charged for any damage caused to facilities.

CONFETTI

Paper confetti may be thrown outside after your ceremony, but metallic or flower petal confetti cannot be used in the building or close by as it would damage the oak floor.

CAR PARKING FACILITIES

There are no parking facilities at Guildhall.

The nearest long stay car park is situated on The Friary Outer North side. Access for loading/unloading is prohibited 10am-4pm Friday & Saturday (access for loading/unloading only is permitted at other times).



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EXCLUSIVE USE

Unless you book the whole building at the time of your booking, the Council cannot guarantee you exclusive use. The Guildhall prison cells are also open to the public on certain days. Exclusive use of the building is most likely to be available for Sunday bookings.

If hired on an exclusive use basis, the following rooms can be made available to you in addition to those listed above. These rooms can also be hired individually.

THE GUILDROOM

18.6m x 4.4m – Maximum capacity 70

The Guildroom has a wooden floor, panelled walls and a timber-vaulted ceiling. There is a small adjoining kitchen.

THE ASHMOLE ROOM

7.9m x 4.1m – max. capacity 40

THE THOMAS WHYTMORE ROOM

Second floor - 5.4m x 4.6m – max. capacity 25

EXEMPTION FROM PEDESTRIANISATION RULES

Wedding/civil partnership cars (i.e. for one or both of the couple) are exempt from the requirements of the Pedestrianisation Order and the couple may therefore be driven to the front of Guildhall if required.

EVENING ENTERTAINMENT

Please note that amplification equipment is not provided. Please discuss your requirements with the Bookings Secretary.

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The Guildhall, Lichfield: Conditions of Hire

YOUR SIGNATURE ON THE BOOKING FORM IS ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS OF HIRE

- 1 All hire charges must be paid in full at least one week in advance of the booking, Failure to make payments by the due date will result in cancellation of the booking forthwith.
- 2 Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - (a) less than 14 days notice: £15, or 25% of hire charge, whichever is greater.
 - (b) less than 7 days notice: full hire charge of booking.
- 3 The Council reserves the right to refuse any application, and in exceptional circumstances, to cancel any booking at any time, in which event only the fees paid will be refunded.
- 4 Access to the rooms (**including the kitchen**) hired is permitted up to 30 minutes prior to, and one hour after, the hire period booked if so requested. This time is for setting up and clearing away only, not for the function itself. Additional access time before or after the function is chargeable. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
- 5 In accordance with the Town and Country Planning (Control of Advertisement) Regulations 196 condition will result in the immediate cancellation of the booking.
- 6 The hirer shall pay for all damage that may be done or occasioned to the premises, or to the fixtures, furniture, articles and things belonging to the Council therein, during their occupation (such damage to be assessed by the Town Clerk whose decision thereon shall be final) and shall leave the premises and the fixtures, furniture, articles and things therein in as clean and good order and condition as they were at the time of entry.
- 7 The Council will not in any circumstances be responsible for any damage, injury to, or loss of goods or property brought to the premises for exhibition, sale or other purpose, or for goods or property left by the hirer or persons attending any meeting or function therein, or for damage or injury to the person of the hirer or any persons being in or about the premises whilst in the use of the hirer, and the hirer shall and by acceptance of these conditions thereby does indemnify the Council against any claims which may be made upon them in respect thereof.
- 8 A programme of all music played together with box office receipts and number attending the event must be completed on the proper PRS form and returned to the City Council immediately after each event.
- 9 Metallic or flower petal confetti (which may stain the oak floor) **must not** be used in the building or in the close vicinity. However paper confetti may be thrown.
- 10 The maximum number of persons to be admitted to the Guildhall (Main Hall) shall be:

a) Dancing (ie. no tables or chairs)	200
b) Functions where tables and chairs are set out	160*
c) Functions where round tables and chairs are to be used	88
d) Auditorium style (no tables)	195

*Only one layout is possible for 160, for more flexible table plans a lesser number is advisable.

Further details on request. The maximum number of persons to be admitted to the Guildroom shall be 70, and to the Ashmole Room shall be 30..

- 11 All functions shall finish not later than 1.00 am except dances which are organised to take place on Saturday or for private profit, when they should cease at midnight.
- 12 The front entrance to Guildhall in Bore Street is in a pedestrian zone 9am-6pm. Access for loading/unloading is prohibited 10am-4pm Friday & Saturday (access for loading/unloading only is permitted at other times). **Be aware that if no activity is seen by a warden for 5 minutes a parking ticket may be issued. Generally only 20 minutes is allowed for loading/unloading.**
- 13 **Parking is not permitted in the rear courtyard. Smoking is not permitted anywhere in the Guildhall.**
- 14 **Please advise your caterer to wash crockery and cutlery thoroughly. Should Council staff have to re-wash items a charge will be deducted from your deposit.**
- 15 The Stonynge Room is not fully accessible by wheelchair (one step at entrance).

GENERAL SAFETY

- 16 The hirer shall appoint a competent person to be in charge throughout the whole time that the premises are open to the public and shall be assisted by a sufficient staff of competent attendants who shall be specially instructed as to their duties in the event of fire or panic. ANY INSTRUCTION GIVEN BY THE COUNCIL REGARDING THE SAFETY OF THE PUBLIC SHALL BE PUT INTO IMMEDIATE EFFECT.
- 17 Authorised Officers of the Council, Police Officers on duty and Officers of the Fire Brigade on duty shall be admitted immediately at all reasonable times to all portions of the premises.
- 18 All exits and corridors shall be kept free from obstruction, whether permanent or temporary.
- 19 Temporary decorations and temporary electrical installations shall not be used without the prior written consent of the Council. **Gas filled balloons, and smoke machines, are not permitted. They may interfere with the smoke alarms, in which case the building will have to be evacuated until the fire authority has attended and stated it is safe to re-enter the building.**
- 20 All scenery, cloths, draperies, floral decorations, properties, hangings, curtains and all fabric decoration, shall be rendered non-flammable, preferably in process of manufacture and maintained so.
- 21 No inflammable substance shall be brought into the building without the Council's prior written consent.
- 22 For your safety and security a CCTV system operates in the Guildhall. The CCTV cameras may be disabled for rooms hired by you if you submit a prior written request to the Council, stating your reasons.

