

GUILDHALL ROOM HIRE CHARGES (NO ALCOHOL)

FROM 1 APRIL 2024 TO 31 MARCH 2025

VAT (currently 20%) is included in all charges except breakages deposits

<u>VOLUNTARY/CHARITABLE</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£20.84	£34.73
Kitchen (1st floor)	Per occasion	£20.84	£34.73
Guildroom (ground floor)	Per hour	£13.35	£24.38
Kitchen (ground floor)	Per occasion	£13.35	£24.38
The Ashmole Room	Per hour	£11.05	£22.02
The Whytmore Room	Per hour	£9.30	£19.24
Whole Building*	Per hour	£40.71	£75.16

<u>PRIVATE</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1 st floor)	Per hour	£24.67	£40.75
Kitchen (1 st floor)	Per occasion	£24.67	£40.75
Guildroom (ground floor)	Per hour	£15.64	£28.38
Kitchen (ground floor)	Per occasion	£15.64	£28.38
The Ashmole Room	Per hour	£12.87	£26.24
The Whytmore Room	Per hour	£10.95	£22.26
Whole Building*	Per hour	£47.15	£87.89

<u>BUSINESS, COMMERCIAL & WEDDINGS</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£39.14	£74.44
Kitchen (1st floor)	Per occasion	£39.14	£74.44
Guildroom (ground floor)	Per hour	£37.55	£71.31
Kitchen (ground floor)	Per occasion	£37.55	£71.31
The Ashmole Room	Per hour	£24.74	£33.25
The Whytmore Room	Per hour	£21.25	£28.53
Whole Building*	Per hour	£91.10	£161.54

WHOLE BUILDING RATE – For weddings and special occasions – hire the whole building* including prison cells, from 10am until 1am, for £1500. This hire charge includes the provision of a 6-hour bar and door security (subject to availability).

ADDITIONAL CHARGES

- All hire charges (other than the Whole Building* Rate) are increased by 20% for functions involving dancing and/or when alcohol is available, and a non-refundable deposit of £100 is required at the time of booking, which will be offset against the hire charge when full payment is made.
- Alterations to event timings and/or layout within 14 days of the event date will be subject to an administrative fee of £50 or 10% of the hire charge, whichever is the greater.
- To cover charges levied by the Performing Rights Society (PRS fees), bookings which include live 'popular' and 'classical' music will be charged an additional fee of £120 per performance. After an invoice has been received from PRS/PPL hirers will be refunded any excess paid.
- A charge of £30 per day for bookings for half of the Guildhall Corridor Gallery.
- A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required prior to the booking and will be refunded after the booking, less deduction for any damage or misuse. An additional deposit of £100 is required from any outside caterers you use, which will be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred arising from the use of the kitchen, crockery/cutlery or catering facilities.
- Additional charges apply of £132 for civil/marriage ceremonies (in addition to any Staffordshire County Council Registrar fee), £30 for the use of the keyboard and £30 for use of the projector.
- Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - Less than 14 days notice: £24 or 25% whichever is greater.
 - Less than 7 days notice: full hire charge of booking.
- All bookings are subject to a minimum charge of 2 hours use per room. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
- Details of bar facilities on request.

* Whole Building includes all rooms normally available for hire, but certain parts of the building are not accessible due to their use as storerooms etc.

GUILDHALL ROOM HIRE CHARGES (WHEN ALCOHOL IS TO BE CONSUMED)

FROM 1 APRIL 2024 TO 31 MARCH 2025

VAT (currently 20%) is included in all charges except breakages deposits

<u>VOLUNTARY/CHARITABLE</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£25.00	£41.67
Kitchen (1st floor)	Per occasion	£25.00	£41.67
Guildroom (ground floor)	Per hour	£15.97	£29.24
Kitchen (ground floor)	Per occasion	£15.97	£29.24
The Ashmole Room	Per hour	£13.26	£26.46
The Whytmore Room	Per hour	£11.18	£23.13
Whole Building*	Per hour	£48.83	£90.23

<u>PRIVATE</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1 st floor)	Per hour	£29.58	£48.85
Kitchen (1 st floor)	Per occasion	£29.58	£48.85
Guildroom (ground floor)	Per hour	£18.86	£33.99
Kitchen (ground floor)	Per occasion	£18.86	£33.99
The Ashmole Room	Per hour	£15.43	£31.51
The Whytmore Room	Per hour	£13.23	£26.74
Whole Building*	Per hour	£56.61	£105.46

<u>BUSINESS, COMMERCIAL AND WEDDINGS</u>		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£46.94	£89.35
Kitchen (1st floor)	Per occasion	£46.94	£89.35
Guildroom (ground floor)	Per hour	£45.05	£85.50
Kitchen (ground floor)	Per occasion	£45.05	£85.50
The Ashmole Room	Per hour	£29.69	£39.95
The Whytmore Room	Per hour	£25.47	£34.20
Whole Building*	Per hour	£109.36	£193.84

WHOLE BUILDING* RATE – For weddings and special occasions – hire the whole building* including prison cells, from 10am until 1am, for £1500. This hire charge includes the provision of a 6-hour bar and door security (subject to availability).

ADDITIONAL CHARGES

- All hire charges (other than the Whole Building* Rate) include the increase of 20% for functions involving dancing and/or when alcohol is available, and a non-refundable deposit of £100 is required at the time of booking, which will be offset against the hire charge when full payment is made.
- Alterations to event timings and/or layout within 14 days of the event date will be subject to an administrative fee of 10% of the hire charge.
- To cover charges levied by the Performing Rights Society (PRS fees), bookings which include live 'popular' and 'classical' music will be charged an additional fee of £120 per performance. After an invoice has been received from PRS/PPL hirers will be refunded any excess paid.
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