



GUILDHALL ROOM HIRE CHARGES 1 April 2024 to 31 March 2025

Charges shown include both VAT and a 20% charge for Alcohol/Dancing

Wedding & Special Event Package

£1,500

Hire the whole building from 10am until 1am

*Exclusive building use for your special event includes all rooms listed below
plus access to the Old Prison Cells*

		<i>Mon - Thur</i>	<i>Fri - Sun</i>
PRIVATE HIRE			
Main Hall (1st floor)	Per hour or part	£29.58	£48.85
Kitchen (1st floor)	Per occasion	£29.58	£48.85
Guildroom (ground floor)	Per hour or part	£18.86	£33.99
Kitchen (ground floor)	Per occasion	£18.86	£33.99
The Ashmole Room	Per hour or part	£15.43	£31.51
The Whytmore Room	Per hour or part	£13.23	£26.74
Whole Building	Per hour or part	£56.61	£105.46
BUSINESS, COMMERCIAL, SPECIAL EVENT		<i>Mon - Thur</i>	<i>Fri - Sun</i>
Main Hall (1st floor)	Per hour or part	£46.94	£89.35
Kitchen (1st floor)	Per occasion	£46.94	£89.35
Guildroom (ground floor)	Per hour or part	£45.05	£85.50
Kitchen (ground floor)	Per occasion	£45.05	£85.50
The Ashmole Room	Per hour or part	£29.69	£39.95
The Whytmore Room	Per hour or part	£25.47	£34.20
Whole Building	Per hour or part	£109.36	£193.84



Additional Charges

1. This price list includes the surcharge of 20% for functions involving dancing and/or when alcohol is available. 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.
2. To cover charges levied by PPL PRS Ltd, bookings that 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. ***This does not apply to weddings and civil ceremonies and private family events.***
3. A breakages deposit of £100 is required for functions involving dancing and/or alcohol; this is required one month prior to the booking and will be refunded after the event, less deductions for any damage or misuse arising. An additional deposit of £100 is required from any outside caterer, which will also be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred.
4. An additional charge of £132 is made when civil or marriage ceremonies are held on the premises.
5. Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
 - i. less than 14 days' notice: £24, or 25% of hire charge, whichever is greater
 - ii. less than 7 days' notice: full hire charge
6. Bookings for the Guildroom or Guildhall on Friday and Saturday daytime are subject to a minimum booking charge of 4 hours.

Please also refer to the Terms and Conditions in the Application for Room Hire.

Bar Facilities

If you wish to sell alcohol at your booking (maximum bar duration 6 hours), you can either make your own arrangements with a qualified licensee to provide bar services or utilise the fitted bar facilities within Guildhall.

The City Council offers bar facilities up to 6 hours in duration (subject to availability). An additional charge may be payable for bar provision where, in the opinion of the bar provider, factors such as duration and/or number of expected patrons significantly compromises the financial viability of the provision. Restrictions apply to any alcohol supplied by the hirer. All prevailing requirements for the sale of alcohol will be enforced (proof of age etc).

If you do not wish to utilise LCC's bar facilities but do wish to sell alcohol at your event, (maximum bar duration 6 hours), you can make your own arrangements with a qualified licensee to provide bar services. Please discuss this with the Bookings Officer.

If it is a private function and alcohol is to be provided entirely free (there must be no direct payment, or indirect payment in ticket price etc.) a licence is not required and you can bring in your own alcohol. You should supply your own glasses.

Catering Services

The City Council does not offer its own catering service, but your caterer can utilise the onsite kitchen facilities.

The name and contact details of your caterer should be supplied to the Bookings Officer. An additional £100 deposit will be required from the caterer that will be returned after the event if the kitchen is left appropriately clean and tidy. Should items need to be re-washed following the event, a charge will be deducted from the caterer's deposit.

The following firms have previously provided catering at Guildhall. This list is for information only and does not constitute an endorsement by the City Council.





CATERERS

C L Catering (Lunch at Loafers)

36 Bore Street
Lichfield
WS13 6LU
01543 417678
clcatering@hotmail.com

The Green Door

Woodmill Farm
Yoxall
DE13 8PG
01543 473383
hello@greendoorcaterers.co.uk
www.greendoorcaterers.co.uk

Woodland Catering

Rose Cottage
Banktop Road
Draycott-in-the-Clay
Ashbourne
DE6 5HD
01283 820475
www.woodlandcatering.co.uk
woodlandcatering@hotmail.com

Kemp & Kemp Catering Ltd

Kenlee Cottage
Green Road
Weston
ST18 0HZ
0800 6444566
07814 919733
www.kempandkempcatering.co.uk
info@kempandkempcatering.co.uk

Hilton Catering & Events

Hilton Lane
Wolverhampton
WV11 2BQ
01902 725488
www.hiltoncatering.co.uk
enquiries@hiltoncatering.co.uk

OTHER SERVICES

The following firms have provided services at Guildhall. This list is for information only and does not constitute an endorsement by the City Council.

FLORISTS

Iverson, The Lichfield Florist

18 Bird Street
Lichfield
WS13 6PR
01543 263173
www.iversonthelichfieldflorist.co.uk
Info@iversonlichfieldflorist.co.uk

Florist of Lichfield

20 - 22 Tamworth Street
Lichfield
WS13 6JJ
01543 252380
www.floristoflichfield.com
floristoflichfield@yahoo.com



ENTERTAINMENT

Rainbow Sounds - DJ

07850 386354

www.rainbowsound.co.uk

info@rainbowsound.co.uk

'Punch The Air' – Live band

07794 659405

www.punchtheair.co.uk

punchtheairband@gmail.com

Pioneer Roadshows

01283 225387

07805795384

www.pioneer-events.co.uk

pioneerevents@aol.co.uk

Cliff Antony - Solo Artist

07776 137447

www.cliffantony.co.uk

angela.cliffantony@aol.co.uk

PHOTOGRAPHERS

CHAIR COVERS

Finishing Touches - Chair Cover Hire

Fay: 07816 602788 or Becky: 07739 175647

www.finishingtouches-chaircovers.co.uk

info@finishingtouches-chaircovers.co.uk

LOCAL HOTELS

For further information about accommodation in the Lichfield area please see <https://visitlichfield.co.uk/>

The Cathedral Hotel

62 Beacon Street

Lichfield

WS13 7AR

01543 414500

www.cathedralhotellichfield.co.uk

mail@cathedralhotellichfield.co.uk

The George Hotel

12-14 Bird Street

Lichfield

WS13 6PR

01543 414822

www.thegeorgelichfield.co.uk

mail@thegeorgelichfield.co.uk

Premier Inn

Swan Road

Lichfield

WS13 6QZ

0333 321 9317

www.premierinn.com/gb/en/hotels/england/staffordshire/lichfield/lichfield-city-centre.html

St John's House

St John Street

Lichfield

WS13 6PB

01543 252080

www.stjohnshouse.co.uk

info@stjohnshouse.co.uk

All information is correct at time of going to press but is subject to change without notice. Please contact us to confirm current prices and availability.

Lichfield City Council 2024.

Guildhall, Bore Street, Lichfield WS13 6LX