



GUILDHALL ROOM HIRE CHARGES

1 April 2025 to 31 March 2026

Charges shown include VAT at 20% unless otherwise stated

Wedding & Special Event Package

£1,750

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. Also includes Security Industry Association (SIA) security personnel, and a six-hour bar (subject to availability)

Private Hire

		Mon - Thurs	Fri - Sun
Main Hall (1st floor)	Per hour	£25.91	£42.78
Kitchen (1st floor)	Per occasion	£25.91	£42.78
Guildroom (ground floor)	Per hour	£16.43	£29.80
Kitchen (ground floor)	Per occasion	£16.43	£29.80
The Ashmole Room	Per hour	£13.52	£27.56
The Whytmore Room	Per hour	£11.50	£23.36
Whole Building	Per hour	£49.51	£92.28

Wedding/Civil Ceremonies/Commercial

		Mon - Thurs	Fri - Sun
Main Hall (1st floor)	Per hour	£41.11	£78.17
Kitchen (1st floor)	Per occasion	£41.11	£78.17
Guildroom (ground floor)	Per hour	£39.41	£74.87
Kitchen (ground floor)	Per occasion	£39.41	£74.87
The Ashmole Room	Per hour	£25.97	£34.91
The Whytmore Room	Per hour	£22.31	£29.95
Whole Building	Per hour	£95.66	£169.62

N.B: An additional charge of £138.60 is made when ceremonies are held on the premises.

Additional Charges Where Alcohol is Served or Sold

Where alcohol is to be sold/distributed, an additional charge of £396 to cover the costs of Security Industry Association (SIA) security provision for up to four hours and provided for your event for the protection of all guests. Additional hours above the four-hour minimum charge are levied at £99 per hour up to the maximum bar length of six hours. Please note, this charge is payable whether you utilise the Guildhall's bar provision or make your own bar arrangements ('pop up' bars etc). If you wish to have a bar provided by us, please state at time of booking.



Please scan the QR code opposite for booking forms and further information about the venue.



Additional Charges

1. 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.
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, civil ceremonies or 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 £138.60 inc VAT 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 Fridays and Saturdays and Sundays 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 utilise the fitted bar facilities within Guildhall, which are provided by the City Council's partner organisations.

The City Council offers bar facilities up to 6 hours in duration (subject to availability) at the rates set out above. This additional charge is to cover the costs of SIA personnel who will be on duty during your event for the protection of all guests.

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 remains 6 hours), you can make your own arrangements with a qualified licensee to provide 'pop up' bar services or similar. 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 chosen 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; this 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.

Contractors/Services

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

Caterers

Gourmet Chef to Go Ltd

Stephen Stack
Noddington Lane
Whittington
WS149PA
01543 432740
07894 758844
stephenstack1@gmail.com

The Green Door

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

The English Indian

Unit 10
Shires Industrial Estate
Lichfield
WS14 9AZ
01543 897730
www.theenglishindian.co.uk

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



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

Pioneer Roadshows

01283 225387/07805795384

www.pioneer-events.co.uk

pioneerevents@aol.co.uk

'Punch The Air' – Live band

07794 659405

www.punchtheair.co.uk

punchtheairband@gmail.com

Cliff Antony - Solo Artist

07776 137447

www.cliffantony.co.uk

angela.cliffantony@aol.co.uk

Chair Covers and Room Decoration

Finishing Touches - Chair Cover Hire

Fay: 07816 602788 or Becky: 07739 175647

www.finishingtouches-chaircovers.co.uk

info@finishingtouches-chaircovers.co.uk

Design Elegance

53 High Street

Burntwood

WS7 3XE

01543 630120

info@design-elegance.co.uk

www.design-elegance.co.uk

Accommodation in Lichfield

For further information about accommodation in the Lichfield area please see the [Visit Lichfield website](#)

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 2025.

Guildhall, Bore Street, Lichfield WS13 6LX