

GUILDHALL ROOM HIRE CHARGES*
FROM 1 APRIL 2025 TO 31 MARCH 2026

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

VOLUNTARY/CHARITABLE

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1st floor)	Per hour	£22.93	£38.20
Kitchen (1st floor)	Per occasion	£22.93	£38.20
Guildroom (ground floor)	Per hour	£14.67	£26.82
Kitchen (ground floor)	Per occasion	£14.67	£26.82
The Ashmole Room	Per hour	£12.16	£24.21
The Whytmore Room	Per hour	£10.24	£21.16
Whole Building	Per hour	£44.79	£82.67

PRIVATE

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
Main Hall (1 st floor)	Per hour	£25.91	£42.78
Kitchen (1 st 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

WEDDINGS/CIVIL CEREMONIES/COMMERCIAL

		<u>Mon - Thurs</u>	<u>Fri - Sun</u>
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

ADDITIONAL CHARGES WHERE ALCOHOL IS SERVED OR SOLD (THIS DOES NOT APPLY TO VOLUNTARY/CHARITABLE RATE)

Where alcohol is to be sold/distributed, 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.

If you wish to engage the services of an LCC bar then please state at time of booking. Please note, this charge is payable whether you utilise the Guildhall's bar provision or make your own bar arrangements ('pop up' bars etc).

WEDDING & SPECIAL EVENT PACKAGE

£1,750 to Hire the whole building from 10am until 1am.

Exclusive building use for your special event includes Main Hall, Guildroom, 2 kitchens, Ashmole and Whytmore Room plus access to the Old Prison Cells. Also includes Security Industry Association (SIA) security personnel, and a six-hour bar (subject to availability).

ADDITIONAL CHARGES

1. 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.*
2. 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 breakages deposit of £100 is required for use of the kitchen, which will also be refunded after the booking, less deduction for any loss, damage, misuse or exceptional cleaning incurred.
3. An additional charge of £139 is made when civil or marriage ceremonies are held on the premises.
4. 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
5. All bookings are subject to a minimum charge of 2 hours use per room. **Bookings for the Guildroom or Guildhall on Fridays, Saturdays and Sundays are subject to a minimum booking charge of 4 hours.**
6. 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.

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