



## GUILDHALL ROOM HIRE CHARGES WITH EFFECT FROM 1 APRIL 2018 to 31 March 2019

Charges shown *include* both VAT (currently 20%) and a 20% charge FOR ALCOHOL/DANCING

<b>PRIVATE HIRE</b>		<b>MON-THUR</b>	<b>FRI-SUN</b>
Main Hall (1st floor)	Per hour or part	£23.52	£38.88
Kitchen (1st floor)	Per occasion	£23.52	£38.88
Guildroom (ground floor)	Per hour or part	£15.00	£27.06
Kitchen (ground floor)	Per occasion	£15.00	£27.06
The Ashmole Room	Per hour or part	£12.30	£25.08
The Whytmore Room	Per hour or part	£10.50	£21.24
Whole Building	Per hour or part	£45.00	£83.88

<b>BUSINESS &amp; COMMERCIAL</b>		<b>MON-THUR</b>	<b>FRI-SUN</b>
Main Hall (1st floor)	Per hour or part	£36.48	£69.42
Kitchen (1st floor)	Per occasion	£36.48	£69.42
Guildroom (ground floor)	Per hour or part	£34.98	£66.48
Kitchen (ground floor)	Per occasion	£34.98	£66.48
The Ashmole Room	Per hour or part	£23.04	£31.02
The Whytmore Room	Per hour or part	£19.80	£26.58
Whole Building	Per hour or part	£84.96	£150.60

### ADDITIONAL CHARGES

1. These charges include the increase 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 the Performing Rights Society (PRS fees), bookings which include live 'popular' music will be charged an additional fee of £50.40, and bookings which include live 'classical' music will be charged an additional fee of £33.60.
3. A charge of £60.00 per day will be levied for bookings of the Guildhall Corridor Gallery.



## ADDITIONAL CHARGES CONTINUED

4. The LDA bar should be booked with the Guildhall Bookings Secretary. The charge will be added to your room hire invoice.
5. 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 booking, less deduction for any damage or misuse arising. 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 use of the kitchen, crockery/cutlery or catering facilities.
6. An additional charge of £132 is made when civil marriage ceremonies are held on the premises.
7. Confirmed bookings, which are subsequently cancelled by the hirer, will be subject to the following cancellation charges:
  - (a) less than 14 days notice: £24, or 25% of hire charge, whichever is greater
  - (b) less than 7 days notice: full hire charge of booking
8. Bookings for Guildroom or Guildhall on Fridays and Saturdays daytime is subject to a minimum booking charge of 4 hours use.
9. Supply of Banquet Roll - 48 pence per metre.

To make a booking or for further information please contact: Helen Winter Tel: 01543 309850





## BAR FACILITIES

If you wish to sell alcohol at your event, the Council has an agreement with the Lichfield Arts 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. The charges are:

2 hours - £79.20

3 hours - £93.60

4 hours - £110.40

5 hours - £126.00

6 hours - £150.00

Maximum length of bar – 6 hours

The bar should not be booked until after the meal if you are providing drinks for the toast and for the tables during the meal.

If you do not wish to use the Lichfield Arts 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 (i.e. there is no direct payment, or indirect payment in ticket price etc.) 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.

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## CATERING SERVICES FOR GUILDHALL

The City Council does not offer its own catering service, but your chosen caterer can utilise the high standard kitchen at Guildhall.

The name and contact details of your chosen caterer should be supplied to the Bookings Secretary who will send them a form to complete to ensure they take responsibility for facilities they will be using. An additional £100 deposit will be required from the caterer which will be returned after the event if the kitchen is 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 provided catering arrangements at the Guildhall for various functions. The inclusion of firms on this list does not however imply any recommendation by the City Council.

### The Olive Tree

34 Tamworth Street

LICHFIELD

WS13 6JJ

Tel: 01543 262363

[www.olivetree lichfield.co.uk](http://www.olivetree lichfield.co.uk)

### Green Door Caterers

Tel: 01543 473383

Email: [hello@greendoorcaterers.co.uk](mailto:hello@greendoorcaterers.co.uk)

[www.greendoorcaterers.co.uk](http://www.greendoorcaterers.co.uk)





### Woodland Catering

Rose Cottage  
Bank Top Road  
DRAYTON ON THE CLAY  
Ashbourne  
Derbyshire  
Tel: 01283 820475  
Email: [woodlandcatering@hotmail.com](mailto:woodlandcatering@hotmail.com)

### Jenkinsons Caterers (Stafford) Ltd

St Albans Road  
STAFFORD  
ST16 3DR  
Tel: 08000 350522  
Email: [sales@jenkinsonscaterers.co.uk](mailto:sales@jenkinsonscaterers.co.uk)

### Simon Smith (formerly of Thrales)

Tel: 01543 255454  
Mobile: 07947646091  
Email: [simon@simonsmith-chef.com](mailto:simon@simonsmith-chef.com)  
[www.simonsmith-chef.com](http://www.simonsmith-chef.com)

### Kemp & Kemp Catering

Tel: 01785 748528  
Mobile: 07814 919733  
Email: [info@kempandkempcatering.co.uk](mailto:info@kempandkempcatering.co.uk)  
[www.kempandkempcatering.co.uk](http://www.kempandkempcatering.co.uk)

### Perry's Fine Foods

No 2 Lea Hall Enterprise Park  
Wheelhouse Road  
RUGELEY  
WS15 1LH  
Tel: 07971 002 593  
Email: [sally.perry509@btinternet.com](mailto:sally.perry509@btinternet.com)  
[www.perrysfinefoods.com](http://www.perrysfinefoods.com)

### Midlands Catering

6 Carnworth Road  
Sutton Coldfield  
WEST MIDLANDS, B73 6JP  
Tel: 0121 354 6699  
Email: [info@midlandscatering.com](mailto:info@midlandscatering.com)  
[www.midlandscatering.co.uk](http://www.midlandscatering.co.uk)

### Steve Stack- Gourmet Chef to Go Ltd

1 Noddington Lane  
Whittington  
LICHFIELD  
WS14 9PA  
Tel: 01543 432740/07894 758844  
[www.gourmetcheftogo.co.uk](http://www.gourmetcheftogo.co.uk)

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## OTHER SERVICES

The following firms have provided services at the Guildhall. The inclusion of firms on this list does not however imply any recommendation by the City Council and you are free to use any company you wish.

## FLORISTS

### Flowerdesign

Bolt Court  
Market Street  
LICHFIELD  
WS13 6LA  
Tel: 01543 255311  
Email: [hello@flowerdesignbykate.co.uk](mailto:hello@flowerdesignbykate.co.uk)  
[www.flowerdesignbykate.co.uk](http://www.flowerdesignbykate.co.uk)

### Secret Garden

1 Tudor Row  
LICHFIELD  
Tel: 01543 418710  
[www.secretgardenlichfield.co.uk](http://www.secretgardenlichfield.co.uk)

### Fleurtations

Creative Floral Designs  
01543 411081  
[www.fleurtationsflowersintheco-op.co.uk](http://www.fleurtationsflowersintheco-op.co.uk)



## ENTERTAINMENT

### Rainbow Sounds

Craig Wood: 07850 386354

[info@rainbowsound.co.uk](mailto:info@rainbowsound.co.uk)

[www.rainbowsound.co.uk](http://www.rainbowsound.co.uk)

### Pioneer Roadshows

Tel: 01283 225387

Email: [admin@pioneer-events.co.uk](mailto:admin@pioneer-events.co.uk)

[www.pioneer-events.co.uk](http://www.pioneer-events.co.uk)

### 'Punch The Air' – Live band

Tel: UK 07794 659405

Email: [punchtheairband@gmail.com](mailto:punchtheairband@gmail.com)

Website: <http://www.punchtheair.co.uk>

### Jackal Sounds Disco

Tel: 07966 517362

Email: [info@jackal-sounds-disco.co.uk](mailto:info@jackal-sounds-disco.co.uk)

Website: [www.jackal-sounds-disco.co.uk](http://www.jackal-sounds-disco.co.uk)

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## PHOTOGRAPHERS

### Robert Yardley

64 Cornfield Drive

LICHFIELD WS14 9UG

Tel: 01543 256083

Email: [rob.Yardley@ntlworld.com](mailto:rob.Yardley@ntlworld.com)

[www.ryphotography.com](http://www.ryphotography.com)

### Mark Zaccaria

110 Trent Valley Road

LICHFIELD WS13 6EU

Tel: 07866 522549

Email: [mark@markzaccariaphotography.co.uk](mailto:mark@markzaccariaphotography.co.uk)

[www.markzaccariaphotography.co.uk](http://www.markzaccariaphotography.co.uk)

### Asassynation

Tel: 07968948114

Email: [sassy@assassynation.co.uk](mailto:sassy@assassynation.co.uk)

<http://assassynation.co.uk/>

### Pink'd Up Design

Tel: 01543 262331

Email: [design@pinkdup.co.uk](mailto:design@pinkdup.co.uk)

<http://www.pinkdup.co.uk/>

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## CHAIR COVERS

### Charming Covers Ltd

91 Windrush Close

Pelsall WALSALL

0121 2401470/07919185524

Email: [info@charmingcovers.co.uk](mailto:info@charmingcovers.co.uk)

[www.charmingcovers.co.uk](http://www.charmingcovers.co.uk)

### Finishing Touches - Chair Cover Hire

Fay: 07816 602 788 or Becky: 07739 175 647

[info@finishingtouches-chaircovers.co.uk](mailto:info@finishingtouches-chaircovers.co.uk)

[www.finishingtouches-chaircovers.co.uk](http://www.finishingtouches-chaircovers.co.uk)

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## LOCAL HOTEL/GUEST HOUSE ACCOMMODATION

For further information on accommodation in Lichfield and the surrounding area please contact the Tourist Information Centre on 01543 256611 / 01543 308924.

### Cathedral Lodge Hotel

Beacon Street

LICHFIELD, WS13 7AR

Tel: 01543 414500

Fax: 01543 415734

Email: [enquiries@cathedrallodgehotel.com](mailto:enquiries@cathedrallodgehotel.com)

### The George Hotel

Bird Street

LICHFIELD, WS13 6PR

Tel: 01543 414822

Fax: 01543 415817

Email: [mail@thegeorgelichfield.co.uk](mailto:mail@thegeorgelichfield.co.uk)



### Altair House

21 Shakespeare Avenue  
LICHFIELD  
WS14 9BE  
Tel: 01543 252900  
Mobile: 07968 265843  
Email: [tarra@spiresviewbnb.co.uk](mailto:tarra@spiresviewbnb.co.uk)

### The Hawthorns

30 Norwich Close  
LICHFIELD  
WS13 7SJ  
Tel: 01543 250151  
Mobile: 07794 709240  
Email: [bambrushton@hotmail.com](mailto:bambrushton@hotmail.com)

### The Bogey Hole

21-23 Dam Street  
LICHFIELD  
WS13 6AE  
Tel: 01543 264303  
Mobile: 07973 472 785  
Email: [paulineduval@talktalk.net](mailto:paulineduval@talktalk.net)

### Netherstowe House

Netherstowe Lane  
LICHFIELD  
WS13 6AY  
Tel: 01543 254270  
Mobile: 07712 625 784  
Email: [reservations@netherstowehouse.com](mailto:reservations@netherstowehouse.com)

### Innkeeper's Lodge

The Hedgehog  
Stafford Road  
Lichfield  
WS13 8JB  
Tel 01543 415789

### St John's House

St John Street  
LICHFIELD  
WS13 6PB  
Tel: 01543 252080  
Email: [info@stjohnshouse.co.uk](mailto:info@stjohnshouse.co.uk)

### Premier Inn

Swan Road  
Lichfield  
WS13 6QZ  
Tel: 0871 527 9440







## GUILDHALL EVACUATION PROCEDURE - FIRE & OTHER EMERGENCIES

In the event of a fire or other emergency, the building must be evacuated quickly and calmly. Emergency Exit Routes are signed, and emergency lighting will operate in the event of power failure.

*Persons booking the Guildhall should appoint **at least one** member of their group who is attending the function who will be responsible for familiarising themselves with the exit routes and location of the nearest alarm call point and who will supervise evacuation of their Group in the event of an emergency.*

### ON DISCOVERING A FIRE

Sound the alarm (press the button on the 'Call Point Units' sited by the doors on the main exit routes).

**EVACUATE THE BUILDING IMMEDIATELY - DO NOT USE THE LIFT**

### ON HEARING THE ALARM (a loud siren)

- Leave the building by the nearest exit. (**Do NOT** use the lift)
- Close all doors behind you
- Assemble in Bore Street in front of Guildhall
- Do not re-enter the building, or allow any person to re-enter the building, until instructed that it is safe to do so by an Officer of the Fire Brigade.

### EMERGENCY EXIT ROUTES

#### From the Guildroom (ground Floor)

- Through the main door near the front of the building to Bore Street **OR** through the door along the ground floor corridor and out through the rear entrance into the courtyard

#### From the Guildhall (main hall)

- Through the doors onto the first floor corridor and down the Guildhall main staircase to Bore Street **OR** through the door on the fire-place side of the hall into Donegal House, then down staircase into courtyard (an intruder alarm will sound when the door to Donegal House is opened)

#### From the Ashmole Room

- Down the stairs onto the 1<sup>st</sup> floor landing, then along corridor and down main staircase to Bore Street **OR** down stairs onto the 1<sup>st</sup> floor landing, then through the oak door to the ground floor and into the courtyard

#### From First Floor Kitchen

- Onto 1<sup>st</sup> floor landing, then as for Ashmole Room exit above

#### From Whytmore Room and Stonynge Room (including the Minstrels' Gallery)

- Down the stairs on to the 1<sup>st</sup> floor landing, then as for Ashmole Room above **OR** down the outside metal stairs from the Whytmore Room and into the Courtyard.



## FIRE DOORS AND EXIT ROUTES

The Fire Doors when closed are designed to slow down the spread of a fire. These doors are self-closing and **MUST NOT** be wedged open.

**EXIT ROUTES MUST NOT BE OBSTRUCTED BY FURNITURE OR OTHER EQUIPMENT**

## PEOPLE WITH PHYSICAL DISABILITIES OR UNABLE TO LEAVE THE PREMISES QUICKLY

The lift must not be used in the event of an emergency evacuation. Hirers should arrange to provide assistance to any member of their group who will require physical help to leave the building. If no member of your group is able to assist, you should inform the caretaker prior to the start of your booking.



### Photo credits

**Main Brochure:** Front cover image provided by VisionICT. Assassination : p1, p4, (middle picture) p5, (top picture) p6 (top picture), p7. Russell Mills Photography: p3 (left hand picture). Pink'd Up Design: p3 (right hand picture). Hannah Webster: p4 (bottom picture).

**Information and Trades Brochure:** Header pictures (L to R): Hannah Webster, Russell Mills Photography, Vision ICT, Pink'd Up Design. Assassination: p2, p6. Curtis & Jenson: p8

All information 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 April 2018.