

Guildhall Hire Charges

Weddings and Private Celebrations

3 Hours	£ 500
6 Hours	£1000 (9am to 3pm, mid-day to 6pm, 3pm to 9 pm, 6pm to midnight)
9 Hours	£1250 (either 9am to 6pm, 12 noon to 9pm or 3pm to midnight)
24 hours	£1800

This includes exclusive use of Guildhall. Courtroom and Banqueting Hall, reception area, lower lobby, toilets, paved courtyard, sensory courtyard, lawned gardens (until 21:30). Included in price, up to 200 chairs, 11x 5'6" round trestle tables, 1x 3ft trestle round cake display table.

Our piano is at concert pitch, located in the Banqueting Hall and can be used by a competent pianist.

Use of the kitchen by a professional caterer. Duty manager on site throughout. Bar not included, you would need to book through your caterer or a bar service and obtain a Temporary Event Notice for the event.

Table linen and table décor not included.

Meetings

Per 3 hour block	Corporate	Charities, Local Organisations & Community Interest Companies
Exclusive use of Guildhall	£500	£350
Court Room and Banqueting Room	£300	£200
Court Room or Banqueting Room	£150	£100
Tudor Kitchen	£ 75	£ 50

Meetings/Conferences at Bury St Edmunds Guildhall

Either Courtroom *or* Banqueting Hall
exclusive use of gardens and courtyards, where available.
Duty manager on site throughout.

Includes 1 screen, 1 projector, 1 lectern, 2 flip charts, chairs, trestle tables, room set up. Up to 110 chairs, 22x 6ft rectangular trestle tables, 6x 4ft rectangular trestle tables, 11x 5'6" round trestle tables, 1x 3ft trestle round cake display table.

Facilities to make teas and coffees including comestibles. Catering not included, priced separately.