

Guildhall Hire Charges

Per hour	Private/Corporate	Charities, Local Organisations & Community Interest Companies
Exclusive use of Guildhall* Day time **Hires after 6pm	£175 £250	£125 £175
Court and Banqueting Room Day time **Hires after 6pm	£150 £200	£100 £150
Court Room or Banqueting Room	£ 75	£52.50
Tudor Kitchen	£ 25	£ 17.50

* Exclusive use of Guildhall includes access to Courtroom and Banqueting Hall, reception area, lower lobby, toilets, paved courtyard, sensory courtyard, lawned gardens (until 21:30). Included in price, up to 80 chairs in each room, 10x 5'6" round trestle tables or 6' trestles, 1x 3ft trestle round cake display table.

** Applies to hires after 6pm on Thursdays, Fridays and Saturdays, or any event after 6pm where the Guildhall Trustees consider it necessary to hire in a Licensed Door Supervisor.

Meetings/Conferences at Bury St Edmunds Guildhall

Hire of Courtroom and/or Banqueting Hall includes use of gardens and courtyards, where available (until 21:30).

Room Capacities

	Dining	Theatre Style	Reception
Exclusive use of Guildhall	Banqueting Room 72 Court Room 40	80	120
Court Room	40	80	80
Banqueting Room	80	80	80
Tudor Kitchen	24	35	35

Equipment available for meetings:

1 screen, 1 projector, 1 lectern, 2 flip charts, 160 chairs,

22x 6' rectangular trestle tables, 6x 4' rectangular trestle tables, 11x 5'6" round trestle tables, 1x 3ft trestle round cake display table.

Facilities to make teas and coffees including comestibles, please supply your own milk.

We have no objection to you ordering in lunch from an outside caterer and do not charge provided they supply all serving dishes, plate ware, cutlery and remove the same day.

We have a professional kitchen which an outside caterer may use for the preparation of food. We expect the caterer to hold as a minimum level 4 Food Hygiene and provide a copy of their 3rd party public liability to a minimum of £5m. There is a minimum charge of £50 for the use of the kitchen, price to be confirmed when details are known. Copies of the hygiene rating and insurance certificate are required to be supplied before the event.

You would need to provide us with contact details for your choice of caterer on confirmation of the booking. Please advise your chosen caterer that the Guildhall applies a 10% cover charge to the caterer which will be invoiced directly with them.

Bar

The Guildhall doesn't provide a bar service – you would need to book through your caterer or a bar service and obtain a Temporary Event Notice for the occasion.

Corkage

The Guildhall does not charge corkage, you are able to supply your own drinks (alcoholic and non-alcoholic), subject to a suitable licence being obtained. Glasses must be removed from the venue dirty and washed up off-site. We require a copy of the licence at least 7 days before the event.

Deposit

We make a deposit charge of £150-£500 (depending upon size and length of function) against damage and any breach of our T&C's. This will be refunded in full within 7 days of your event subject to all contractual requirements being met. All rubbish, both yours and your caterers together with all bottles must be removed from the premises and all areas used must be left clean and tidy as found.