

Guildhall Wedding Charges – From April 2022

The Guildhall is licenced to hold wedding ceremonies and with our beautiful suite of function rooms for the ceremony, reception, and evening party together with the delightful garden it is the ideal venue to share your special day with family and friends. We are happy to be flexible to allow you to create your perfect wedding day, so please use the following as a guideline.

Contact us to ask for a specific quotation if your exact requirements are not listed below.

Our price includes: -

- Access for caterers to set up and for you to decorate the tables/room the day before your wedding, usually from 1-4pm.
- Exclusive access to The Guildhall on your wedding day – Court Room & Banqueting Room.
- Access on your wedding day from 10am – 11.30pm (off site by 12 midnight). Later by arrangement at an additional charge.
- Access to the courtyard and gardens (weather permitting) for photographs and reception drinks etc.
- Access the day after from 9.00-10.30am to clear and remove any décor items etc.
- Access to our fully fitted catering kitchen at no extra charge.
- Door security after 6pm.
- Up to 80 chairs for the ceremony room.
- Round or trestle tables, cake & present tables and 80 chairs for the reception.
- Licenced bar facilities available if required.
- No commission charged to caterers.
- The Tudor Kitchen is available if required at £25 per hour – ideal for children’s activities.
- We do not charge VAT.

Room Capacities

	Dining	Theatre Style	Reception
Court Room	40	80	80
Banqueting Room	80	80	80
Tudor Kitchen	24	35	35

There may be a charge if you require major furniture removals and there will be a charge if you would like the piano moved. All such charges to be agreed when booking.

We are able to supply light refreshments/cold buffet food by arrangement or you are able to use an outside caterer; they must supply all glassware, serving dishes, crockery, cutlery etc and remove the same day. No rubbish of any kind can be left in the building or in The Guildhall's rubbish bins. We are happy to recommend several caterers who have worked many times at The Guildhall if this would be helpful.

We have a professional kitchen which an outside caterer may use for the preparation of food. The caterer must hold as a minimum level 4 Food Hygiene and provide a copy of their 3rd party public liability to a minimum of £5m. Copies of their 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 or shortly afterwards.

You will need to book and pay direct for a Registrar to conduct your ceremony. Please ensure that you discuss your date with them at an early stage as they can be very booked up.

Any electrical equipment brought onto the premises throughout the event must be covered by the relevant PAT certification.

Bar

If you wish to charge for any alcoholic drinks served during your wedding we can arrange for our Licenced bar provider to supply bar facilities for you. Details to be confirmed when booking. You can supply your own welcome and reception drinks (you will need to arrange with your caterers to serve these drinks), with bar facilities provided only for the evening reception if this is more suitable for you.

Corkage

The Guildhall does not charge corkage if you wish to supply your own drinks for the welcome drinks and reception and are not making any charge for these drinks (alcoholic and non-alcoholic). You or your caterer must supply all glasses and they must be removed from the venue dirty and washed up off-site. All empty bottles must be removed from site also. Please talk to us about bar/drinks provision as it may be beneficial for you to use our bar services throughout the day.

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 after your event, subject to all contractual requirements being met. All rubbish, both yours and your caterers together with all your bottles must be removed from the premises on the day of your wedding or the day after if agreed in advance. All areas used must be left clean and tidy as found, including the kitchen. No rubbish can be placed in The Guildhall's rubbish bins.

The price for the above wedding package subject to date availability for

April 2022 – March 2023 is £3,750 with no VAT payable.

We may be able to offer a 'Ceremony Only' booking dependent upon date availability – please ask for details. This can include welcome drinks and photographs in the garden before leaving.

Price from £450.

Depending upon date there may be a discount available for weddings booked Tuesday-Thursday.

Please contact us to talk in more detail about your plans and arrange to visit to see how Bury St Edmunds Guildhall is the perfect wedding venue for you.

We look forward to hearing from you.

The Guildhall
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