



## **Guildhall Wedding Charges – From 1<sup>st</sup> April 2024**

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 Hall.
- Access on your wedding day from one hour before the ceremony – 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 (not inc. Bank holidays) by arrangement to clear and remove any décor items etc.
- Access to our fully fitted catering kitchen at no extra charge.
- An Event Manager/member of Guildhall staff on the premises throughout your booking.
- Up to 80 chairs for the ceremony and reception (up to 100 with hired-in chairs at additional cost).
- Round or trestle tables, cake & present tables.
- Licenced bar facilities - fully staffed. Drinks packages available.
- 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 at the current time, but this may be charged in the future.

## Room Capacities

	<b>Dining</b>	<b>Theatre Style</b>	<b>Reception</b>
<b>Court Room</b>	40	80	80
<b>Banqueting Room</b>	80 100-110 with hired- in chairs	150	120
<b>Tudor Kitchen</b>	24	35	35
<b>Court Room &amp; Banqueting Hall together</b>			200

There may be a charge if you require major furniture removals particularly during your wedding celebrations. All such charges to be agreed when booking or as soon as possible.

You are able to use an outside caterer; they must supply all kitchen utensils/pans, 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 Local Authority Level 4 Food Hygiene and provide a copy of their 3<sup>rd</sup> 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 dated within the past 12 months or be newer than one year (please provide receipt).

### Bar

Our licenced bar is run for us by The Event Bar Company. They offer a variety of packages to suit your requirements and guest numbers. Please contact Rob at The Event Bar Company to talk about your plans. [rob@theeventbarcompany.com](mailto:rob@theeventbarcompany.com)

### 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 or other suppliers, 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

**1<sup>st</sup> September 2024 – 31<sup>st</sup> March 2025 is £3,750**

**SPECIAL OFFER  
PRICE HELD FOR APRIL, MAY OR JUNE 2025 DATES  
IF CONFIRMED BOOKING & 50% DEPOSIT RECEIVED BY 31<sup>ST</sup> OCTOBER 2024**

**1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026 is £4,950**

**with no VAT payable at the current time**  
(you will be advised if this is likely to change)

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 £550.

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  
Bury St Edmunds Heritage Trust  
Registered Charity #1119059

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