



GUILDHALL ROOM HIRE CHARGES WITH EFFECT FROM 1 APRIL 2017 to 31 March 2018

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

PRIVATE HIRE		MON-THUR	FRI-SUN
Main Hall (1st floor)	Per hour or part	£22.80	£37.74
Kitchen (1st floor)	Per occasion	£22.80	£37.74
Guildroom (ground floor)	Per hour or part	£14.52	£26.28
Kitchen (ground floor)	Per occasion	£14.52	£26.28
The Ashmole Room	Per hour or part	£12.00	£24.36
The Whytmore Room	Per hour or part	£10.20	£20.58
Whole Building	Per hour or part	£43.68	£81.42

BUSINESS & COMMERCIAL		MON-THUR	FRI-SUN
Main Hall (1st floor)	Per hour or part	£35.40	£67.38
Kitchen (1st floor)	Per occasion	£35.40	£67.38
Guildroom (ground floor)	Per hour or part	£33.96	£64.50
Kitchen (ground floor)	Per occasion	£33.96	£64.50
The Ashmole Room	Per hour or part	£22.38	£30.12
The Whytmore Room	Per hour or part	£19.20	£25.80
Whole Building	Per hour or part	£82.44	£146.22

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 £48.00, and bookings which include live 'classical' music will be charged an additional fee of £32.40.
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 £120 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: £15, 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 District Arts (LDA) 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:

£54 basic charge (payable for use of bar facilities)

£6 for each half hour (or part) from 10am to 11pm

£12 for each half hour 11pm – 12 midnight

Maximum length of bar is 8 hours

If you do not wish to use the LDA 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.

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

The Old Stables Bakery & Catering

Packington Moor Farm
LICHFIELD
Staffs
WS14 9OB
Tel: 01543 481223
www.packingtonmoor-events.co.uk



Woodland Catering

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

Jenkinsons Caterers (Stafford) Ltd

St Albans Road
STAFFORD
ST16 3DR
Tel: 08000 350522
Email: sales@jenkinsonscaterers.co.uk

Simon Smith (formerly of Thrales)

Tel: 01543 255454
Mobile: 07947646091
Email: simon@simon-smith-chef.com
www.simon-smith-chef.com

Kemp & Kemp Catering

Tel: 01785 748528
Mobile: 07814 919733
Email: info@kempandkempcatering.co.uk
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
www.perrysfinefoods.com

Midlands Catering

6 Carnworth Road
Sutton Coldfield
WEST MIDLANDS, B73 6JP
Tel: 0121 354 6699
Email: info@midlandscatering.com
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

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
www.flowerdesignbykate.co.uk

Secret Garden

1 Tudor Row
LICHFIELD
Tel: 01543 418710
www.secretgardenlichfield.co.uk

Fleurtations

Creative Floral Designs
01543 411081
www.fleurtationsflowersintheco-op.co.uk



ENTERTAINMENT

Rainbow Sounds

Craig Wood: 07850 386354
info@rainbowsound.co.uk
www.rainbowsound.co.uk

Pioneer Roadshows

Tel: 01283 225387
Email: admin@pioneer-events.co.uk
www.pioneer-events.co.uk

PHOTOGRAPHERS

Robert Yardley

64 Cornfield Drive
LICHFIELD
WS14 9UG
Tel: 01543 256083
Email: rob.Yardley@ntlworld.com
www.ryphotography.com

Mark Zaccaria

110 Trent Valley Road
LICHFIELD
WS13 6EU
Tel: 07866 522549
Email: mark@markzaccariaphotography.co.uk
www.markzaccariaphotography.co.uk

Asassynation

Tel: 07968948114
Email: sassy@assassynation.co.uk
<http://assassynation.co.uk/>

Pink'd Up Design

Tel: 01543 262331
Email: design@pinkdup.co.uk
<http://www.pinkdup.co.uk/>

CHAIR COVERS

Charming Covers Ltd

91 Windrush Close
Pelsall
WALSALL
0121 2401470/07919185524
Email: info@charmingcovers.co.uk
www.charmingcovers.co.uk

Finishing Touches - Chair Cover Hire

Fay: 07816 602 788 or Becky: 07739 175 647
info@finishingtouches-chaircovers.co.uk
www.finishingtouches-chaircovers.co.uk

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

Cathedral Lodge Hotel

Beacon Street
LICHFIELD, WS13 7AR
Tel: 01543 414500
Fax: 01543 415734
Email: enquiries@cathedrallodgehotel.com

The George Hotel

Bird Street
LICHFIELD, WS13 6PR
Tel: 01543 414822
Fax: 01543 415817
Email: mail@thegeorgelichfield.co.uk



Altair House

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

The Hawthorns

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

The Bogey Hole

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

Netherstowe House

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

The Maples

38 Balmoral Close
LICHFIELD
WS14 9SP
Tel: 01543 255645
Mobile: 07533 738 159
Email: javincen@tiscali.co.uk

St John's House

St John Street
LICHFIELD
WS13 6PB
Tel: 01543 252080
Email: info@stjohnshouse.co.uk





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

From First Floor Kitchen

- Onto 1st 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 1st 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. Assassynation : 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. Assassynation: 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 August 2016.