

Formal Event Package

Venue Hire

Opening in 1892 as the council offices, the Guildhall started life hosting a wide variety of events including the Mayor's ball and regular Saturday night dances, which were particularly popular in the 1950s.

Now known as Gloucester Guildhall, we are a thriving entertainments venue and events space situated in the city centre hosting live music, comedy, theatre, film, exhibitions and talks.

Our formal event package offers hire of our largest space, The Hall, which is a converted Victorian ballroom that still retains the sprung dance floor and other characteristics of the original design.

This seated event package allows up to 110 guests and is ideal for your awards ceremony, staff away day or celebratory dinner.

For hire of the room for your event, the cost is **£300 + VAT**.

This cost includes:

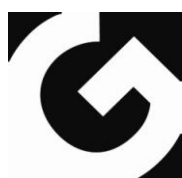
- 1 hour room access
- 5 hours event time
- The setup of tables, chairs, technical equipment and any additional decorations prior to your arrival.
- Staff to assist you and be available for the duration of your event to offer support wherever necessary.

Additional costs:

- Additional hire after midnight - £100.00 per hour
- Additional party lighting - £160.00 (per engineer)
- Sound management - £160.00 (per engineer)
- Box Office service for ticket sales - £50.00
- Lapel and radio microphones are available at an additional cost - Please enquire for further details.
- Additional room access (including performer sound checks) - Please enquire for hourly rate

Catering

We work with specially selected catering companies who are able to offer bespoke menus to suit every taste and budget. Menus are available on request.



Terms and Conditions

- Provisional bookings will be held for 14 days, after which time a non-refundable deposit of 20% of the total balance will be required to secure the booking. We will also require a completed Hire Booking Form.

- The remaining balance is due 14 days prior to the event.

- Customers are not permitted to bring their own alcohol to an event without prior permission. If permission is granted, a corkage charge as detailed below will be charged.

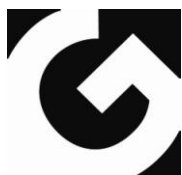
Sparkling wine / Champagne - £7.50 per bottle

Wine - £5.00 per bottle

Beer - £1.50 per bottle

- Customers are not permitted to provide their own catering when selecting this package. Gloucester Guildhall work with several recommended caterers who will provide menus.
- Start and finish times of your event will be arranged in advance. If, on the night you wish to extend this time you will be charged per hour for security, technical, operational and bar staff. You must sign to agree to this additional charge on the night.
- If further access is required in addition to the stated package duration, for set up and/or sound checks, additional costs will apply.
- Additional guests to the stated package amount will incur an additional charge.
- The Guildhall has no in-house DJ's and as such, do not carry a stock of party music. Please be aware of this and ensure you arrange your own music for our staff to play for you to avoid disappointment.
- You will be asked well in advance to discuss the layout for your event and your particular requirements. Please note, if nearer the event you wish to amend these requirements, we will do everything we can to accommodate you, but there may be instances where, if left too late, we are unable to do this.
- If catering or other refreshments aren't being provided by the Guildhall, tablecloths, crockery, cutlery, napkins and champagne flutes must be arranged by the hirer. The Guildhall can arrange these for you, but the cost will be passed back to the hirer.
- Alcohol is not permitted to be served to anyone under the age of 18. The Guildhall practices 'Challenge 25' therefore will not serve alcohol to anyone who looks under 25 without valid identification.
- The Guildhall has a firm Health and Safety policy on the use of naked flames (including tea lights and candles). Please note, if you are looking to have decorations of this type, we will accommodate your needs where possible, however, there may be instances where we decline your request.

Example of previous event layouts – for illustration purposes only.



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Gloucester
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