



## HERTFORD CASTLE

### **HERTFORD CASTLE PRIVATE HIRE RATES**

**1st JANUARY 2017 - 31st December 2017**

	The Downshire Suite (Comprises of three rooms)	Single Room (Either the Mayor's Parlour, Salisbury Room or Robing Room)
Monday – Friday 9am-5pm	£60 per hour	£40 per hour
Monday – Friday after 5pm	£100 per hour	£60 per hour
Saturday & Sunday (Bank Holiday Monday)	£150 per hour	£100 per hour
Weekend Early Access	£75 per hour	£75 per hour

*Please note that a minimum of a 4 hour booking is required for Sunday or Bank Holiday Hire.*

*Hertford Castle requires a £250 corkage fee if the hirer wishes to bring alcohol onto site for consumption. Alternatively; alcohol can be provided by Hertford Castle and charged by the bottle, wine prices start from £18.00 per bottle, please ask for further details. Please note Hertford Castle do not provide waiting staff or glass hire.*

*We recommend our preferred caterers, Magpie Catering or Pure Choice Catering, however you are more than welcome to use alternative caterers.*

#### **Please note the following additional information**

Before booking a private event we strongly recommend coming to view Hertford Castle so you can discuss all of your requirements with our customer services team.

To secure a booking we will require a completed booking form and a non-refundable deposit of 20% (full payment of the booking is required within 6 weeks of the event).

All customers are required to supply a cheque for £250 as a damage deposit for venue hire. If the venue is returned with damage beyond normal wear and tear, the cost of repairing that damage may be charged against the deposit, and part (or none) of the deposit will be returned.

Chairs and tables are included in the cost of the room hire and the rooms will be set up by our facilities officers following the layout of your choice.

To book any additional extras Hertford Castle requires 7 days' notice.

During the week we can reserve a maximum of 2 car parking spaces per booking. Alternative car parking can be found on St. Andrew Street (Short Stay: Maximum 5 Hours) and Gascoyne Way (Long Stay: Levels B,C & D).

To make a booking please contact the customer service team on 01992 552 885 or [customerservices@hertford.gov.uk](mailto:customerservices@hertford.gov.uk)

Full Terms and Conditions are sent out with the "Application to Hire" from Hertford Town Council. It is recommended that the hirer reads before applying to Hire Hertford Castle.