



## HERTFORD CASTLE

### **Hertford Castle Corporate Hire Rates**

**1<sup>st</sup> January 2017 - 31<sup>st</sup> DECEMBER 2017**

	The Downshire Suite (Comprises of three rooms)	Single Room (Either the Mayor's Parlour, Salisbury Room or Robing Room)	Cecil Room
Monday – Friday 9am-5pm	£60 per hour	£40 per hour	£20 per hour
Monday – Friday after 5pm	£100 per hour	£60 per hour	n/a
Saturday & Sunday (Bank Holidays)	£150 per hour	£100 per hour	n/a
Early Access	£60 per hour	£60 per hour	n/a

Please note the additional items can be provided at your corporate event:

- Projector and Screen - £67.50
- Flip Chart - £7.00 (Per Chart)
- Tea Coffee and Biscuits- £1.80 Per Person
- Coffee Machine (Filters Provided) - £8.00
- Hot Water Urn - £8.00
- Table Linen - £8.00 Each
- Buffet lunch – From £10.80 Per Person

Please note the following additional information

Before booking a corporate event we strongly recommend viewing Hertford Castle so you can discuss all of your requirements with our customer services team.

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

To secure a booking we will require a completed booking form as well as a non-refundable deposit of 20% (full payment if the booking is within 28 days).

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.