



HERTFORD CASTLE

HERTFORD CASTLE PRIVATE HIRE RATES

1st JANUARY 2018 - 31st December 2018

	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	£120 per hour <small>*Including complimentary use of the Conservatory</small>
Weekend Early Access	£75 per hour	£75 per hour

Please note that a minimum of a 4 hour booking is required for Saturday, 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 £24.00 per bottle, please ask for further details. Please note Hertford Castle do not provide waiting staff or glass hire.

We recommend our preferred caterers, Pure Choice Catering, Clark & Blackwell Catering and Magpie Catering, however you are more than welcome to use alternative caterers at no additional cost.

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 venue hire 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 £300 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 venuehire@hertfordcastle.co.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.