Hertford Castle Corporate Hire Rates

1st January 2020 - 31st DECEMBER 2020

	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	£70 per hour	n/a
Saturday & Sunday (Bank Holidays)	£180 per hour	£150 per hour *Including complimentary use of the Conservatory	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 - £65.00
- Flip Chart - £7.00 (Per Chart)
- Tea Coffee and Biscuits- £2.00 Per Person
- Table Linen – From £10.00 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 venue hire team.
Please note that a minimum of a 4 hour booking is required for Weekend 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 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.