



HERTFORD CASTLE

HERTFORD CASTLE PRIVATE HIRE RATES

1st JANUARY 2023 - 31st DECEMBER 2023

| | 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 | £70 per hour |
| Saturday & Sunday (Bank Holiday Monday) | £180 per hour | £150 per hour <small>*Including complimentary use of the Conservatory</small> |
| Weekend Early Access | £100 per hour | £100 per hour |

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

Hertford Castle requires a £300 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 £30.00 per bottle, please ask for further details.

Hertford Castle do not provide waiting staff or glass hire.

Please note prices are inclusive of VAT

We can recommend our preferred caterers; 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 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.

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: Max 5 Hours) and Gascoyne Way (Long Stay).

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.