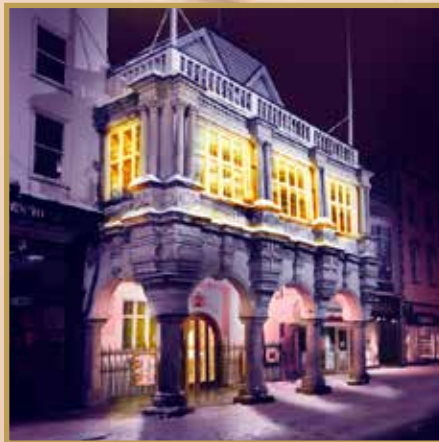




EXETER'S HISTORIC GUILDHALL CONFERENCES & EVENTS



EXETER'S
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CONFERENCES & EVENTS



01392 265525
guildhall.bookings@exeter.gov.uk

EXETER'S
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The Great Hall • Capacity 80

The Great Hall can accommodate up to 80 people, dependant on layout.

With its beautiful oak panelling and high ceiling, it adds a touch of luxury and history to your meeting or event.



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The Jury Room • Capacity 35

Our more intimate jury room is perfect for smaller meetings and events, holding up to 35 people dependant on layout.



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Room Hire

(Bank holiday rates available upon request)

Please note that these prices are for hire of the Guildhall (with tables and chairs) only. This does not include refreshments, equipment etc.

Special Charity rates available upon request.

Main Hall £170 per hour

Jury Room £120 per hour

Main Hall & Jury Room £300 per hour

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Day Package Optional extras

(between 8.00am-5.30pm)

Silver - £30pp

- Light buffet lunch
- Tea & coffee served on arrival, with lunch and in the mid-afternoon
- Jug of cordial
- High speed wifi
- Projector and screen (if required)
- 75" smart screen (Great Hall only)
- Delegate stationery
- Flip chart, pens and paper
- 8 Hours room hire

Gold - £40pp

- Buffet lunch
- Unlimited tea and coffee (timings to be advised in advance)
- Jug of cordial
- Jug of fresh juice
- High speed wifi
- Projector and screen (if required)
- 75" Smart screen (Great Hall only)
- Delegate stationery
- 8 hours room hire
- Flip chart, pens and paper
- Use of audio system/microphones

Platinum - £50pp

- 2 course buffet lunch
- Unlimited tea, coffee and biscuits (timings to be advised in advance)
- Jug of sparkling water
- Jug of fresh fruit juice
- High speed wifi
- Projector and screen (if required)
- Use of audio system/microphones
- 75" smart screen (Great Hall only)
- Delegate stationery
- Flip chart pens and paper
- 8 hours room hire
- Use of Jury Room as a break out room (max. capacity 35 people)

Dependant on numbers and type of event, on agreement you will be allocated either the Great Hall or the Jury Room.

Our maximum overall capacity is 80 delegates.

Final numbers need to be confirmed at least five working days prior to hire.

It is the hirer's responsibility to inform the Guildhall of any dietary requirements.

Please note: Because the catering is provided externally the Guildhall cannot be held liable in any form.

To secure your booking, a 50% deposit will need to be paid based on your minimum numbers. The remaining balance to be paid prior to the event.

Please note, evening packages are available on request.

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Our maximum overall capacity is 80 delegates.

Final numbers need to be confirmed at least five working days prior to hire.

It is the hirer's responsibility to inform the Guildhall of any dietary requirements.

Please note that the Guildhall cannot be held liable in any form as the catering is provided externally.

To secure your booking a 50% deposit will need to be paid based on your minimum numbers. The remaining balance to be paid prior to the event.

Please note, evening packages are available on request.

Optional extras (3 hours)

Breakfast £20pp

- Light breakfast
- 2 servings of tea and coffee
- Jug of cordial (Fruit juice for an additional £0.50pp)

- High speed Wi-Fi
- Projector and screen (if required)
- 75" smart screen (Great Hall only)
- Delegate stationery
- Flipchart, pens and paper

Half Day (3 hours between 9am-5pm)

Bronze Package - £20pp

- 2 servings of tea and coffee
- Jug of cordial
- High speed Wi-Fi
- Projector and screen (if required)
- 75" Smart screen (Great Hall only)
- Delegate Stationery
- Flip Chart, paper and pens

Silver Package - £25pp

- Light Buffet lunch
- 2 servings of tea and coffee
- Jug of cordial
- High Speed Wi-Fi
- Projector and screen (if required)
- 75" Smart screen (Great Hall only)
- Delegate stationery
- Flipchart, pens and paper

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Optional extras

If you wish to add something to your event, or amend your delegation package slightly, please see prices below.

Refreshments

| | |
|--|-----------------|
| Tea and coffee to include biscuits: | £2.50pp |
| Fresh orange juice per jug: | £5.00 |
| Cordial per jug: | £3.50 |
| Light Buffet lunch: | £20.00pp |
| Light breakfast with a cup of tea/coffee: | £15.00pp |

Equipment

| | |
|--|--------------------------|
| 75" Smart screen (Great Hall only): | £40.00 Total cost |
| Microphones: | £40.00 Total cost |
| For 23 desktop microphones. | |

*"It is great that such
a beautiful building
can be booked by the
public..."*

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“It was very easy to book and all the information provided by the team was very prompt”

What are minimum numbers for delegate packages?

Our packages are based on a minimum of 10 delegates. If you were to have less than 10 you would be welcome to hire the Guildhall itself, however anything else required would need to be purchased in addition to the hire.

What if I have purchased a package and my numbers change?

Please supply your minimum numbers on the booking form. You will be contracted for this amount as a minimum. We then invoice 50% of the overall cost (based on minimum numbers) as a deposit. Please refer to our terms and conditions regarding refunding. If you need to add any extra delegates, we would ask that this is done at least 5 working days before, to allow us to account for extra catering requirements.

Do you have sample menus?

We work with a range of caterers, therefore do not have one set menu per package. This means we can adapt to your preferences, and will send a menu upon request for your approval.

Do you cater for specific dietary requirements?

The catering provided is via external companies. If they know in advance they can cater for a wide range of dietary requirements including gluten or lactose free, vegan etc. Due to the nature of kitchen environments, we cannot guarantee that food is prepared in an allergy-free kitchen. Please bear this in mind if you have any delegates with allergies.

Can we hire the Guildhall without having a delegation package?

Yes you can. Please find enclosed hire rates. Please note that hire rates do not include catering & equipment.

Can we bring in food ourselves?

We would rather you do not bring your own food into the Guildhall, unless you have specific dietary needs that cannot be met by the caterer. However if you are hiring the Guildhall with no packages you may bring in food, but it must be pre-prepared/assembled and not prepared on site.

Is parking available?

There are numerous pay and display car parks nearby. Please see map.

Delivery times?

Delivery to the Guildhall is only permitted before 10.00am and after 6.00pm. Please advise beforehand.

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We are based in the heart of the City of Exeter making us easily accessible.

Car

Easily accessible from the M5 and major routes.

The closest car parks are the Guildhall Shopping Centre (Paul St, Exeter EX4 3HP) and Mary Arches Car Park (14 Mary Arches St, Exeter EX4 3AZ).

Bus

Stagecoach are the main bus operators in Exeter, with regular services running from various locations

www.stagecoachbus.com/plan-a-journey

Park & Ride

There are various convenient park & ride facilities on the outskirts of Exeter. Sowton, Marsh Barton & Honiton Road.

www.devon.gov.uk/roadsandtransport/parking/park-and-ride/

Train

We are a short five minute walk from Exeter Central. Alternatively a 20-minute walk from Exeter St David's.

Tickets are available online at www.GWR.com

Fly

You can fly from various locations in the UK and abroad to Exeter Airport.


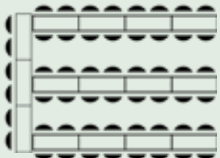
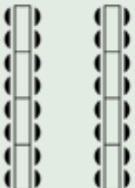
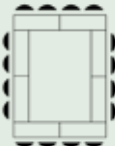
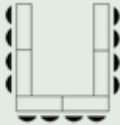
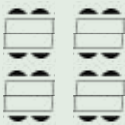

There is a dedicated bus service that runs from the Airport to the City Centre.

"The team was always very quick to help and met us at the Guildhall to discuss our needs"

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The Great Hall and the Jury Room have many different layouts. Please see below example seating layouts. If you would like a different set-up, please get in touch.

| | | Main Hall | Jury Room |
|---|-----------------|-----------|---------------------------|
|  | Classroom Style | 54 | 35 |
|  | Formal Dinner | 80 | 26 (Layout on request) |
|  | Informal Dinner | 72 (2x36) | 26 (Layout on request) |
|  | Boardroom | 40 | 16 |
|  | Horseshoe | 72 | 28 |
|  | Cluster format | 60 | 19 |
|  | Theatre | 75 | 35 |

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Here is a list of Caterers who are familiar with the Guildhall, they are also familiar with our procedures and we have their hygiene documentation.

Please feel free to contact any of them if you want private hire with catering (not a delegation rate).

Please be aware that with our delegation packs we do not have a standard menu, we can offer a choice upon booking (dependant on caterer's availability).

Please note: Because the catering is provided externally the Guildhall cannot be held liable in any form.

| | | |
|---|---|--|
| Astridges Catering 339 Topsham Road Exeter, Devon EX2 6EY paul@astridges.co.uk | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Dans Catering 1 South Lawn Magdalen Road, Exeter EX2 4SY dan@dansamericankitchen.co.uk | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Exe Catering Unit 22 Exeter business centre 39 marsh Green road west, Marsh Barton Exeter EX2 8PN info@thesandwichshopexeter.co.uk | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Fresha 23 Bittern Rd Exeter EX2 7LW kitchen@fresha.org | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners Mini graze boxes Graze Tables |
| Graze by Dish Kelly and Kim: 07946 445072 Unit 12, Bakers Yard, Alphinbrook Road, Marsh Barton, EX2 8RG hello@grazebydish.co.uk | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Posh Nosh Unit A-B, Odhams Wharf Topsham, Exeter EX3 0PB info@posh-nosh.co.uk | Canapés Afternoon teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Stockmans (Devon) Ltd Matford Centre, Matford Park Road Exeter, EX2 8FD office@stockmans.co.uk | Canapés Afternoon Teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |
| Taste Unit 10 Norman Court, Budlake Road Marsh Barton, Exeter EX2 8PY info@taste-catering.co.uk | Canapés Afternoon Teas Finger buffets Fork buffets | Sit-down (formal) lunches or dinners |

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Private Tour with tea & coffee

£7.50pp inc VAT

Private Tour with scone, cream & jam

£10.0pp inc VAT

The Guildhall offers private tours for individuals or groups of up to 50 people. On a private tour you will see Exeter's history in one of the buildings that has witnessed it all over the past 800 years.

Tours can be tailored to your specific interests, but cover the history of the Great Hall, Jury Room, Lord Mayor's Parlour, paintings, regalia and much more. Tours last for approximately one hour.

Please note that if you would prefer not to have certain elements of the tour, the price will remain the same.

Contact: 01392 265525 or
email: guildhall.bookings@exeter.gov.uk.



Exeter's Historic Guildhall ~ in the heart of the city

The Guildhall has served as the centrepiece of Exeter's civic life for more than 800 years. A structure of outstanding architectural interest, it is not merely an ancient monument but remains a busy working building - still in regular use for a variety of civic functions and full meetings of the City Council. It can also be hired for private events, weddings and civil ceremonies.

To make a booking, view the Guildhall or request more information, please contact The Events Co-ordinator:

01392 265525 • guildhall.bookings@exeter.gov.uk

Historic Guildhall • High Street • Exeter • EX4 3EB



Exeter
City Council