



DURHAM TOWN HALL

HIRER INFORMATION / PRICING

2019 / 20

(EXTERNAL)

ROOM HIRE CHARGES

(3 hour minimum hire)

GREAT HALL & LANTERN ROOM *

* Lantern Room **must** be hired if bar and / or kitchen facilities are required

Monday – Friday (8:00 – 17:30)	£68 per hour
Evenings / weekends	£76 per hour

GREAT HALL

Monday – Friday (8:00 – 17:30)	£60 per hour
Evenings / weekends	£70 per hour

LANTERN ROOM

Monday – Friday (8:00 – 17:30)	£41 per hour
Evenings / weekends	£49 per hour

BURLISON GALLERY

Monday – Friday (8:00 – 17:30)	£41 per hour
Evenings / weekends	£49 per hour

Please note:

- Exclusive use of venue considered on a case by case basis
- Charity rates are available upon supply of a registered charity number
- Hours booked **must** include preparation and removal time i.e. from the time entering the building to the time leaving the building
- Rooms and equipment must be left in the same condition as found
- Equipment left overnight must be agreed by Durham Town Hall management beforehand

ADDITIONAL CHARGES

Presentation / AV equipment hire

Projector & portable screen (standard spec / size)	£25
Ultra Short throw projector and large screen	£50
Flipchart / markers	£5
Microphone / PA system	£35

Quotations for events with complex requirements can be supplied upon request.

Refreshments

Tea / Coffee	£1.50 per head
Tea / Coffee & Biscuits	£1.75 per head
Orange Juice	£2.50 per litre
Table linen	£5 per cloth

All hire and additional charges include VAT

Bar offer

Service at the discretion of management and considered during the application process.

Alternative bar options

Pre-paid bar offers and / or arrival drinks can be arranged on a case by case basis.

Polite notice: All alcohol consumed on site must be purchased from Durham Town Hall

Security

Provision at the discretion of DTH management with expense covered by the hirer.

Payment arrangements

A non-refundable deposit of 20% of the hire fee is required to confirm all bookings.
All additional non-hire charges will be charged in arrears.

GREAT HALL

- Built in 1850/51 in a Medieval style inspired by Westminster Hall, London
- Period features include wood floor, hammer beam roof, decorated panels and oil paintings and stained glass windows.
- Fully accessible / electrical sockets x 20
- Dimensions: 22 metres by 12 metres or 70 feet by 36 feet, ceiling at highest point is 15 metres
- Capacity: 200 max standing or theatre style seating / 140 max with tables.

BURLISON GALLERY

- Outstanding views overlooking Market Place
- Room decorated by paintings including local artist Clement Burlison (1815 – 1899)
- Capacity: 40 max standing / 30 theatre style / 14 boardroom style

LANTERN ROOM

- Static bar facility
- Adjacent to kitchen / preparation area
- The Lantern Room is frequently hired in conjunction with the Main Hall and must be hired for events requiring kitchen or bar facilities.
- Capacity: 60 max standing / 35 theatre style / 20 boardroom style
- Kitchen access is via the Lantern Room, Town Hall staff may require access during your meeting to prepare refreshments for other events. Disruption will be kept to a minimum but should this be inconvenient, please enquire about an alternative room.

(All rooms offer Wi-Fi internet access)