



## Fully Exclusive Information Sheet

**Arundel Town Hall** is available to hire on an exclusive basis making it the perfect venue for your wedding ceremony, reception and evening party.

The hire charge covers full access to the Atherley Chamber, Holmes Chamber, Redman Room, Foyer and Terrace from 12 noon until 11.00pm. We are happy to liaise with your florist, chair dresser, caterer etc. to arrange earlier access for them if needed.

You are welcome to bring your own drinks for the reception. We do not charge corkage. We will usually ask for the bottles to be brought here by 1pm the day before your wedding, this gives them a chance to chill down in our fridges overnight. If you do supply your own drink we will dispose of the bottles for you. If the caterers do, we don't, they have to take them away with them!

**Here is some key information to assist you in making the most of your day with us:**

### The Venues

**Atherley Chamber and Terrace** – we can accommodate a maximum of 85 guests for your ceremony and wedding meal. The terrace is the perfect space for your drinks reception after the ceremony. If the weather is unkind you may like to use the Foyer [see below].

**Holmes Chamber** – this is the room for your evening entertainment e.g. DJ, live band, dancing. There is a small staged area, air conditioning and a sound limiter set to 80 db. [By Arum DC not us!]. You cannot have the band upstairs in the Atherley Chamber, due to it being a listed building with no double glazing and being situated on a residential street.

You may like to invite more guests for the evening. The maximum allowed is 130 guests throughout the building. This has to include your catering staff and entertainers.

**Foyer** – the perfect area to greet your guests on arrival, for drinks after the ceremony and for your evening buffet and bar. If you are having a pay bar please ensure they hold a personal licence.

**Redman Room** – a small, lockable room which can be used as your own private space once the Registrars have left.

### You are free to choose the style of food and service you would like for your reception

We host a wide variety of catering arrangements from drinks receptions with canapés through to three course sit down meals via Vintage tea parties, big pan paellas and hog roasts.

**Once you have decided on your caterer please ask them to contact us as soon as possible**, particularly if they are unfamiliar with Arundel Town Hall. We will set up a meeting to discuss their itinerary, menu, staffing and your seating plan. We suggest that you join



them so that all areas are covered, e.g. if the bar is set up, are guests allowed to have a drink from the bar before the evening entertainment and do they pay for it etc?

Another question that gets asked: Is the Wedding Cake going to be put up before the Ceremony, or after? If so by whom? Tablecloth for cake table, cake stand and cake knife, who is ordering that? Etc. etc.

## **Use of Arundel Town Hall Servery Facilities**

Our brochure contains a list of Terms and Conditions of Hire to be completed and signed by your caterer which lists the equipment available to them and the standards for cleaning etc. If we do not know them we will ask for £200. damage deposit cheque which is returned to them after an inspection as well.

Please note that they have to take away all food waste.

At the meeting with your caterer we'll agree times for their arrival and departure and arrangements for cleaning up, collection of any surplus equipment e.g. round tables, crockery etc. This all has to be agreed, as the following day there may be another event on.

Some Couples are tempted to do their own evening food. We do say no to this, as it needs to be properly run and managed- all food waste needs to be taken away and kitchen washed down and cleaned – not friends dancing and drinking on the dance floor.

## **Evening Bar**

There are a combination of ways to run this, depending upon the individual's budget. A pay bar supplied by the bar operator, (or supplied by the couple/possibly subsidized) or a free bar. The legalities mean that if money passes hands when operating a bar, the bar operator has to have a personal licence. We have the premises licence which allows alcohol to be sold till 11.00pm. after that The Town hall has to obtain a TENS licence to serve alcohol till midnight, and the band/dj can operate till then as well. There is a £200.00 charge for this, the licence fee is minimal, but admin and staffing costs contribute to the expense. Locking up after the bar and band have packed up makes it nearer 1.00am! This licence has to be applied for, so please give us adequate notice if you wish to take it up.

One point to note is that it is much easier if your caterer runs your bar for you, then you don't have to have another set of glasses if you have a different company. Sometimes this can't be helped as not all Caterers have a personal licence.

## **Town Hall Staff**

There will be usually 2 members of staff here throughout the whole day. One member of staff will be here to open up, let in your supplier making sure that the ceremony goes accordingly, and the other will be caretaking/patrolling the reception. This means that you needn't worry about the general public walking in off the street any time of day or night. Also they should be au fair with the mechanics of the building, should for example fuses blow whether it may be overloaded by the caterers or musicians.

Once the Ceremony is over, you are then in the hands of the Caterer that you have chosen in running your reception, but of course we are here to assist through the day and night.