



Exclusive Hire 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 any florists, stylists, caterers and other suppliers 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, giving 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 caterer supplies your drinks, they will be required to dispose of them offsite.

Key information to assist you in making the most of your day with us:

The Venue

Atherley Chamber and Terrace – we can accommodate a maximum of 85 guests for your ceremony and wedding meal. The outdoor terrace is the perfect space for your drink's reception following the ceremony. If there is adverse weather on the day, we would recommend making use of the historical and intimate 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. Please note that a band cannot be based 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 people throughout the building. This includes your catering staff, bar 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 can host a wide variety of catering arrangements, including drinks receptions with canapés, three course sit down meals, vintage tea parties and buffets.

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 then arrange a joint meeting to discuss the itinerary, menu, staffing and any seating plans. We can also answer any questions that may arise, including if guests are allowed to order from the bar before the evening entertainment? Will the Wedding Cake be part of the menu? Who will deliver it and when?

We'll guide you during the planning meeting to make sure all areas are covered.

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. This also lists the equipment available to them and the standards for cleaning etc. If we do not know your caterer, we will ask for £200 damage deposit cheque which is returned to them after an inspection. Please note that they are to take away all food waste.

At the meeting with you and your chosen caterer, we'll also agree times for their arrival and departure, along with arrangements for cleaning up and collection of any surplus equipment e.g. glasses and crockery etc.

Some couples are tempted to do their own evening food. We do say no to this, as dining needs to be properly run and managed, with all food waste taken away and the kitchen washed down and cleaned. This leaves you and your guests free to enjoy the celebrations!

Evening Bar

There are a variety of ways to offer an evening bar, depending upon budget and guest numbers. This could include paid, subsidised, or a free bar for your guests. This can be discussed directly with your chosen bar supplier. Catering companies are usually also able to offer a bar service. They must hold an up-to-date personal licence. Arundel Town Hall holds a premises licence, which allows alcohol to be sold and music to be played until 11.00pm. If you require an extension until 11.30pm, we will apply for a TENS licence with Arun District Council. There is a £275.00 charge for this. A minimum of three months' notice must be given for an extension request.

Town Hall Staff

There will be two members of staff with you throughout the day. They will liaise with suppliers, look after your guests and ensure your day runs according to the plan. Following your wedding ceremony, Arundel Town Hall staff will take care of any additional needs throughout the day and evening whilst your caterers run the rest of the wedding.

Of course, no two weddings are the same.

We are here to make your day the perfect fit for you and are always available for any questions, thoughts and ideas you may have.

We look forward to hearing from you,

Arundel Town Hall x