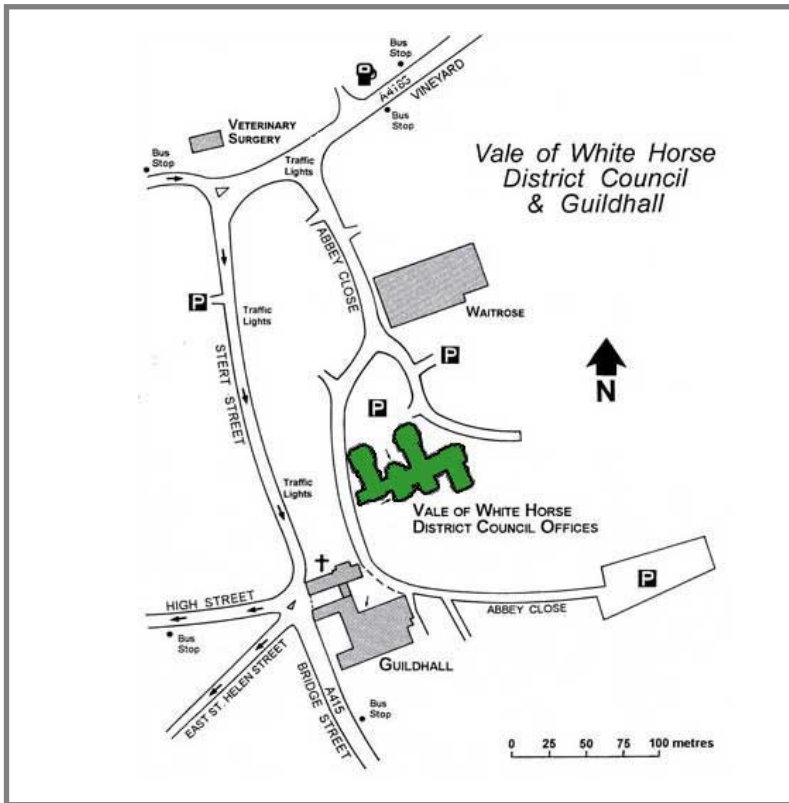


Abingdon Guildhall is situated in the heart of historic Abingdon, based around a fine group of historic buildings that date back to the 15th century.



Abingdon has quick and easy access to the M4 and M40 and frequent train services call at Didcot Parkway which is less than an hour from London Paddington.

**IF YOU ENJOYED YOUR TIME WITH US TELL YOUR FRIENDS AND COLLEAGUES,
IF NOT PLEASE TELL US!**

Abingdon Guildhall, Abbey Close, Abingdon OX14 3JE Tel: 01235 524085 Fax: 01235 547668
e-mail: abingdon.guildhall@whitehorsedc.gov.uk website: www.whitehorsedc.gov.uk

Your Guide



To booking a room at Abingdon Guildhall

**Please read this guide in conjunction with the Booking Form and
Terms and Conditions of Hire and retain for future reference**

Normal Opening Hours Tuesday to Saturday 8.30am to 10.00pm

(subject to variation)

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Thank you for your enquiry into hiring a room at Abingdon Guildhall. If you have made a provisional booking, this will be held for a period of 14 days. After this time you will be required to confirm or release the booking.

Please use this guide for reference when completing your booking form. Don't hesitate to contact us if you have any questions.

CONTACT DETAILS

Please ensure all sections are completed.

EVENT DETAILS

If there is insufficient space to include all of the dates you would like to hire a room, we are happy to accept a signed and dated attachment to the booking form.

By completing all details in this section, staff can ensure the room hired is adequate for your requirements and can direct those attending your event to the correct room.

ROOM REQUIREMENTS

It is most important when you are considering the period of hire that you have included the actual time you would like access to the room and the anticipated time the room will be vacated. This period may include an element of time you require to set out items particular to your event before and gather up after.



Theatre Style 250 persons

The **ABBNEY HALL** provides a perfect venue for larger functions ranging from concerts to public meetings, discos, dinners and Weddings. The modern, purpose-built hall is capable of seating 250 people for meetings, lectures and conferences.

Adjacent bar and excellent catering facilities makes this a popular choice for those organising dinner dances up to 225 persons and parties for up to 350 guests.

Named after Abingdon School which was originally housed here, the **ROYSSIE ROOM** with its fine ornate ceiling, panelled walls and priceless Corporation plate display, provides an ideal setting for a wedding, anniversary or special celebration party. Providing comfort for up to 70 dining guests or as a meeting or lecture room, you can expect to seat up to 90 persons.



CONFIRMATION AND SIGNATURE

In accordance with the Terms and Conditions of Hire, the booking form **must** be signed and dated by the hirer and returned to the venue with a 25% non refundable deposit before a booking can be confirmed.

The 25% deposit is calculated on the room hire charges. If you are unsure how much deposit is required, please contact a member of staff who will be happy to advise you.

Full payment of the hire will be required 28 days before your event takes place. If your event is within 28 days, full payment will be required with the completed booking form.

Payment of deposits and full payments may be made by cheque (payable to Vale of White Horse District Council), major credit/debit cards or cash.

If you have any questions please don't hesitate to contact the venue.

HIRE CHARGES AND DISCOUNTS

For a list of charges and discounts available please see our current rate card.

Please note that bookings after 11.00pm Monday to Saturday, on Bank Holidays and on Sundays attract the premium rate. If you require more than one room during this period you will only pay the premium rate on the largest room and our normal hire charge on any subsequent rooms hired.

CANCELLATIONS

In the event you have to cancel your booking you should notify us in writing at the earliest opportunity. A scale of charges listed on our current rate card will be applied to the room hire charges.

WE ARE HAPPY TO DISCUSS ANY REQUIREMENTS YOU MAY HAVE IN ORDER TO MAKE YOUR EVENT A SUCCESS AND CAN ASSURE YOU OF OUR BEST SERVICE AT ALL TIMES.

STEWARDS

For every booking, the hirer must provide stewards in accordance with the minimum ratios set out below:

- Seated audiences – 1 steward per 100 patrons
- For any event where alcohol is available – 1 steward per 50 patrons
- All other events – 1 steward per 75 patrons

Stewards are usually people attending the event who will not be consuming alcohol. All stewards are required to attend at least 15 minutes prior to the start of the event to undergo a short briefing by the Duty Manager. The duties of the steward include:

- Control of admissions and cloakrooms
- Checking exits are closed and not obstructed throughout the event
- Supervision and control of conduct of patrons attending the event
- Exclusion of patrons from rooms not included in the hire
- Prevention of damage
- Assisting in evacuation in the event of an emergency

DOOR SUPERVISORS

We may require you to employ Door Supervisors. Contact the Duty Manager for confirmation of our requirements.

They must be registered with the S.I.A (www.the-sia.org.uk) and provided in accordance with the minimum ratio set out below:

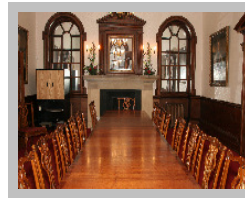
- A minimum of 2 door supervisors up to 200 patrons
- An additional door supervisor shall be employed for each 100 patrons or part thereof
- Designated events require 4 door supervisors

All door supervisors are required to attend at least 15 minutes prior to the start of the event to undergo a short briefing by the Duty Manager and **MUST** remain until the last person leaves the event. They are responsible for keeping order and removing persons causing disruption.



Accessed by a fine 18th century staircase, the **COUNCIL CHAMBER** is an impressive room converted to a chamber in 1759. Perhaps the most outstanding room available in the venue, it offers a unique and elegant setting for all types of function. The room can accommodate up to 100 persons theatre style or 90 guests for dinner.

Situated over the 15th century Abbey Archway, the **ABBAY ROOM** is a pleasant, luxurious boardroom with a large conference table for up to 20 guests as its centrepiece.



The **BEAR ROOM** is an elegant paneled room named after the 18th century club which used to meet there. A large antique table accommodating up to 18 persons provides the centrepiece although the room can be set out for those meetings of up to 30 persons.

The Roysse Room, Council Chamber and Bear Room are licensed for Civil Ceremonies.

BAR

A separate Booking Form requesting bar services can be obtained upon request. A range of services to enhance your event can be arranged; reception drinks, table wine, toasts/after meal service.

As these are provided as part of the bar service, you are not permitted to bring alcohol or refreshments into the venue without the prior written approval of The Facility Manager and by agreeing to our corkage terms.

ROOM LAYOUT DETAILS

A simple sketch of where you would like equipment and furniture placed in the room will ensure your room requirements are met on time for the start of your event. Please don't hesitate to contact a Duty Manager who will always be available to assist and advise on room layout possibilities for your event. Plans are intended as a guide. We reserve the right to make amendments to comply with the appropriate Health & Safety legislation.

REFRESHMENTS

We are happy to arrange all your refreshment requirements in any of the rooms available to hire. If you do not wish your event to be disturbed or you would prefer to take refreshments away from the meeting room, it is usually possible to provide refreshments in an attractive, open-plan area adjacent to our rooms on the ground floor or in the bar area on the first floor.

In addition to tea and coffee assorted twin pack biscuits, fruit juice and bottled mineral water are also available and will be professionally presented for your meeting at those times specified on your booking form. As supporters of ethical trading, all our refreshments are fair-trade. Please see our current rate card for our competitive pricing.

Only those beverages purchased from Abingdon Guildhall may be supplied for meetings and events.

CATERING

Upon receipt of your completed Catering Booking Form, a member of the catering team will contact you to discuss your requirements in more detail.

As food is provided as part of the catering service, you are **not** permitted to bring food into the venue without the prior written approval of The Facility Manager.

WEDDINGS

The task of organising your Wedding Day, the happiest day of your life, can be daunting and stressful for many people.

Our dedicated team of professionals will take the strain, guiding you through the task of planning your wedding and will help make your big day extra special. Using your ideas and desires, we will formulate a menu reflecting your style, taste and personality.

BUFFETS

When the occasion calls, a buffet is the perfect solution for a small party with few guests or a large event; ideal for your evening Wedding guests as well.

Whether you require a simple finger buffet, canapé party or executive fork buffet, our chefs will create a stunning buffet tailored for your event.

CATERING CONTINUED

CORPORATE DINING

Whether you require a simple working lunch, canapé reception or a gourmet seven course dinner, we can offer you a bespoke dining solution for your important guests.

THEMED EVENTS

Over the years our chefs have catered for a variety of themed events including Medieval Banquets, Halloween, Caribbean, Gourmet, Paella and Christmas Parties, Company Re-Launches and large Fund Raising and Promotional events.

Food can be served on a range of items from banana leaves to silver salvers, and in many different arrangements. Our innovative team love to let their imagination and creative flair run wild, making your event not only spectacular but the talking point of your guests.

If you would like a menu selector or wish to discuss catering for your event prior to completing the Catering Booking Form, please contact

ABSOLUTE CATERING LTD ON 01235 202874 OR 07765 408297

EMAIL: anything@absolutecateringltd.co.uk

EQUIPMENT HIRE

A range of visual aids for presentations and training purposes are available to hire.

If you wish to bring your own equipment for use in the venue, you will require a current Portable Appliance Test Certificate (P.A.T). A copy of this certificate must be provided at least 2 weeks prior to your event. We will refuse the use of any equipment without a valid P.A.T Certificate.

ENTERTAINMENT

If you wish to employ entertainment or a disco for your event, a copy of a current P.A.T certificate for all electrical equipment they will be using should be given to the venue at least 2 weeks prior to the event taking place.

A current list of entertainers who conform to these conditions is available upon request but is not intended as a recommendation of the service they provide.