



Thaxted Guildhall Management

Hire charges for meetings, exhibitions and other events.

The Guildhall rooms are hired in 3 hours Sessions: (Morning, Afternoon or Evening) Specific timings can be determined by arrangement with the Guildhall Custodian.

Hire Rates for Meetings

Top rooms: £30.00
Small Room: £10.00
Council Chamber: £20.00

Hire Rates for Receptions/Parties

Top rooms: £60.00 per event

Refundable deposit of £250 is required at the time of booking.

Commercial organisations are also required to provide a copy of their public liability insurance certificate at time of booking.

Small Room: £10.00 per session for any organisation

Hire Rates for Market Area (otherwise known as the under croft)

£10.00 per half day provided that the activities do not conflict with the Friday market and subject to the Custodian's approval.

Hire Rates for Non-Commercial or Charity Exhibitions

Hire rates for exhibitions are to be 'viewing only' exhibits and are tailored towards charity or non-commercial organisations, the rates applied are determined by the lack of a commercial element of the exhibitor.

Saturday, Sunday and Bank Holidays

Whole building: £60.00 per day
Top room only: £30.00 per day
Small Room: £10.00 per day
Note: "Whole building" excludes market area and cellar

All other days

Whole Building: £40.00
Top room only: £20.00,
Small room: £10.00.
Note: "Whole building" excludes market area and cellar.

Hire Rates for Commercial Exhibitions

Can be arranged by contacting the Guildhall Custodian.

Contact details of the Guildhall Custodian: Alan Gant, 01371 830856, Guildhall@thaxted.co.uk

Please note: Any time required for setting up is charged at the weekday rate, Part day is charged at full day rate.

Approved: April 2017