



Event Hire Guide Price for Wem Town Hall

The below information offers a guide to venue hire pricing at Wem Town Hall. A range of rooms and lay outs are available. The pricing structure is based on four types of hirer; Community (local groups), Service to Community (local authority services, schools, etc) Private (birthdays, weddings, etc.) and Commercial (business) hire.

Please bear in mind, bespoke and unique events may incur additional charges if extras are required (technical staff, specialist audio visual equipment, etc). Please discuss your specific requirements with the team – we will do our best to help you organise your hire at an affordable rate.

All prices are subject to change and offer an outline only.

Main Hall

With raked seats: 250 Dinner/dance: 160 Standing only: 340	Charge per Hour			
	Community	Service to Community	Private Hire	Commercial
Monday to Thursday	£20	£30	£30	£40
Friday to Sunday	£30	£40	£40	£50

NB: Options for differing seating types, layouts and usage available dependent on availability. Additional charges may be incurred for any additional equipment needs.

Meeting Rooms

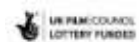
Room 1: 8 people Room 2: 12 people Full Room: 20/25	Charge per hour			
	Community	Service to Community	Private Hire	Commercial
Monday to Thursday	£7.5	£12	£12	£15
Friday to Sunday	£9	£14	£14	£17

NB: Meeting rooms can be hired separately as smaller rooms, or opened up into one large room. If hired as one large room the cost will include a 50% increase on the above bookings charges per hour.

Wem Town Hall, High Street, Wem, Shropshire, SY4 5AF.
Tel: 01939 232299 **Email:** info@wemtownhall.co.uk



Thomas
Adams
School



Town Rooms

Room 1: 20 Room 2: 30 Full Room: 55	Charge per hour			
	Community	Service to Community	Private Hire	Commercial
Monday to Thursday	£10	£12	£15	£20
Friday to Sunday	£11	£14	£20	£25

NB: Meeting rooms can be hired separately as smaller rooms, or opened up into one large room. If hired as one large room the cost will include a 50% increase on the above bookings charges per hour.

Community Kitchen

The Community Kitchen can be hired in conjunction with other room hire or as a single training or venue hire facility. If used by the community, a service provider or as private hire, full public liability insurance will be required prior to any booking. This can be arranged for you for a small charge.

Hourly Rate	Charge per hour			
	Community	Service to Community	Private Hire	Commercial
Monday to Thursday	£4.5	£7	£9	£10
Friday to Sunday	£5.5	£8.5	£11	£15

NB: Charges may apply dependent on Community Kitchen venue hire needs. Please contact us for further information.

Gallery and Cafe Bar

The gallery and café bar are available for private hire. Please contact Wem Town Hall for further details.

Fundraising

Wem Town Hall is proud to host many fundraising events. Should you wish to apply for a community rate tariff for such an occasion please contact us with details of the event. We will ask for a letter from the registered charity to confirm the fundraiser is being held on their behalf.

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Table Top Sales

We will be holding regular fundraising Table Top sale events throughout the year. Local groups and charities are able to hire a table at £5 each, rather than face the cost of hiring the whole hall and organising the event themselves. Please register interest with reception. In addition, the Main Hall is available for hire by local groups and charities for fundraising Table Top sale events at a typical cost of £100 per event.

Public Liability Insurance

Public Liability Insurance is required for all events held at the Town Hall. Most hirers will have this in place already, but if not, Shropshire Council have offered access to their Third Party scheme, and we can arrange this for you. The cost is at a rate of 12% of the room hire charge. Please contact the manager to discuss this further.

Terms and Conditions

All terms and conditions are available on request and are issued as standard with all bookings. All prices include VAT.

All event hire charges offer a guide price only and are subject to change.

For further details or for a discussion about possible event hire please contact Wem Town Hall:

Email: events@wemtownhall.co.uk telephone: 01939 232299

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