Highbury and Council House Ethnic Catering - Hire Charges

ERH1 Room hire charges

Room hire rates (VAT exempt) will apply for a 10 hour let, (to include both set up and break down), as follows:

Council House, Banqueting Suite	£3000.00
Additional hourly rate, after 10 hours	£300.00
Highbury Hall	£1500.00
Additional hourly rate, after 10 hours	£150.00

Included in the price

- Duty Manager (to manage the accommodation on behalf of the Council)
- Chef (to ensure appropriate access to the kitchens)
- Tables
- Chairs
- Dance floor (if applicable)
- Stage (if applicable)
- PA system and microphones

Maximum room capacities

Room capacity for each venue is subject to catering requirements and room layout, and therefore is a guide only:

Council House, Banqueting Suite	350
Highbury Hall	100

CW1 Civil Ceremony / Partnership charges

Monday to Thursday (Highbury only)	£295.00
Saturday, Sunday & Bank Holidays	£375.00

The Civil Ceremony / Partnership charge covers the use of both venues for two hours prior to and including the ceremony.

If the use of the Master Bedroom at Highbury is required earlier, it can be arranged at an additional cost of £53.00 p.h.

AS1 Ancillary services (Council House only)

Underground car park (80 cars max)	£45.00 per hour
Attended cloakroom	£45.00 per hour
Dedicated Electrician/Technician	£ P.O.A.
Floral decorations	£ P.O.A.

Special conditions

- Provisional bookings can be held for 14 days
- It is the customer's responsibility to directly contact one of the caterers from the approved list to ensure that they are available on the chosen date.
- The customer understands that it is solely their choice / preference as to who has been chosen from the approved list.
- To book your civil ceremony at the venue, you will be issued with a BM3 "Approval Holders Letter" form which has to be taken to the Register Office.
- The Register Office will confirm whether or not they can accommodate your date. They will then issue a BM2 "Marriage Advance Booking" form which should be given to the Venue Assistant when confirming your booking.
- A deposit equal to the room hire is required prior to your event taking place – the deposit is strictly non-refundable / transferable.
- Full payment of the room hire is required 30 days from the date the invoice has been raised.
- Customers understand that the room hire is for a 10 hour let. This time is to include all set up and breakdown activities. Any time required over that 10 hours will be chargeable at the published rate.
- All catering, linen, staffing and crockery costs will be payable direct to the caterer.
- Whilst all reasonable precautions have been taken to vet the external caterers, the council takes no responsibility as to the provision, quality or service provided.
- Customers cannot bring their own food onto the premises, unless it is from one of our list of approved external caterers.
- As both venues are licensed to hold civil ceremonies, no religious ceremonies are permitted to take place.
- Car parking is included in the room hire for Highbury. Additional charges are applicable for the Council House (see AS1 Ancillary services for rates).
- All prices are subject to market fluctuations and are correct at time of going to print.
- Full terms and conditions apply to all bookings and must be signed and returned before your event.

All prices are exclusive of VAT, except room hire which is VAT exempt.

Highbury and Council House Ethnic Catering – FAQs

Q What is the procedure for booking the Banqueting Suite or Highbury?

A Firstly check with the Venue Assistants to see if your preferred date is available. You can make a provisional booking for two weeks during which time you can arrange to view the venue.

During the two week period you will need to contact one of the companies from our "Approved Caterers List".

Confirm to the Venue Assistants that you want to proceed, our conditions of booking and accompanying documentation will be sent out to you.

Q Who will I have to pay?

A Civic Catering will invoice you for the room hire once we receive confirmation that you wish to proceed with your booking. All catering, linen, staffing and crockery and additional costs will be payable direct to your External Caterer.

Q When do I have to pay?

A The Civic Catering invoice for room hire will be issued immediately on confirmation and will be payable within 30 days of the invoice date. The External Caterers will normally require payment one month before your function, but this varies depending on the Caterer.

Q How much is the room hire?

A Room hire rates (VAT exempt) will apply as follows:

Council House, Banqueting Suite	£3000.00
Additional hourly rate, after 10 hours	£300.00
Highbury Hall	
£1500.00	
Additional hourly rate, after 10 hours	£150.00

Please see over the page as to what is included in the room hire.

Q How long can I have the room for?

A Room hire rates will strictly apply to a 10 hour let, to include both set up and break down. If your time in the venue exceeds the 10 hours, for any reason, the additional hourly rate applies.

Q What are the capacities of the room?

A Room capacity for each venue is subject to catering requirements and room layout, and therefore is a guide only:

Council House, Banqueting Suite	350
Highbury Hall	100

Q Do I have to use the approved list?

A Yes – in all circumstances. The caterers have been through a stringent vetting procedure to ensure that they can offer you high quality and value for money.

Q Can I bring in my own food and drink?

A You cannot bring any food or drink into the premises unless it is provided by one of our approved external caterers. As part of our external catering room hire package, there will be no corkage charge payable on the drinks. Please note that neither food nor drink provided by the external caterers can be sold to any guests at the function.

Q How much can I expect to pay for catering?

A Our approved external caterers have been selected to offer a range of flexible menus ranging for approximately £5.00 to £35.00 per head.

Q Who will organise my function?

A One of our Venue Assistants will meet with you and your chosen caterer to discuss initial room related queries and numbers. However, it will be the external caterers that will plan your function, ensuring that we are advised of any room layout changes and running details and it will be the same caterers who will run your function on the day.

CIVIC CATERING