

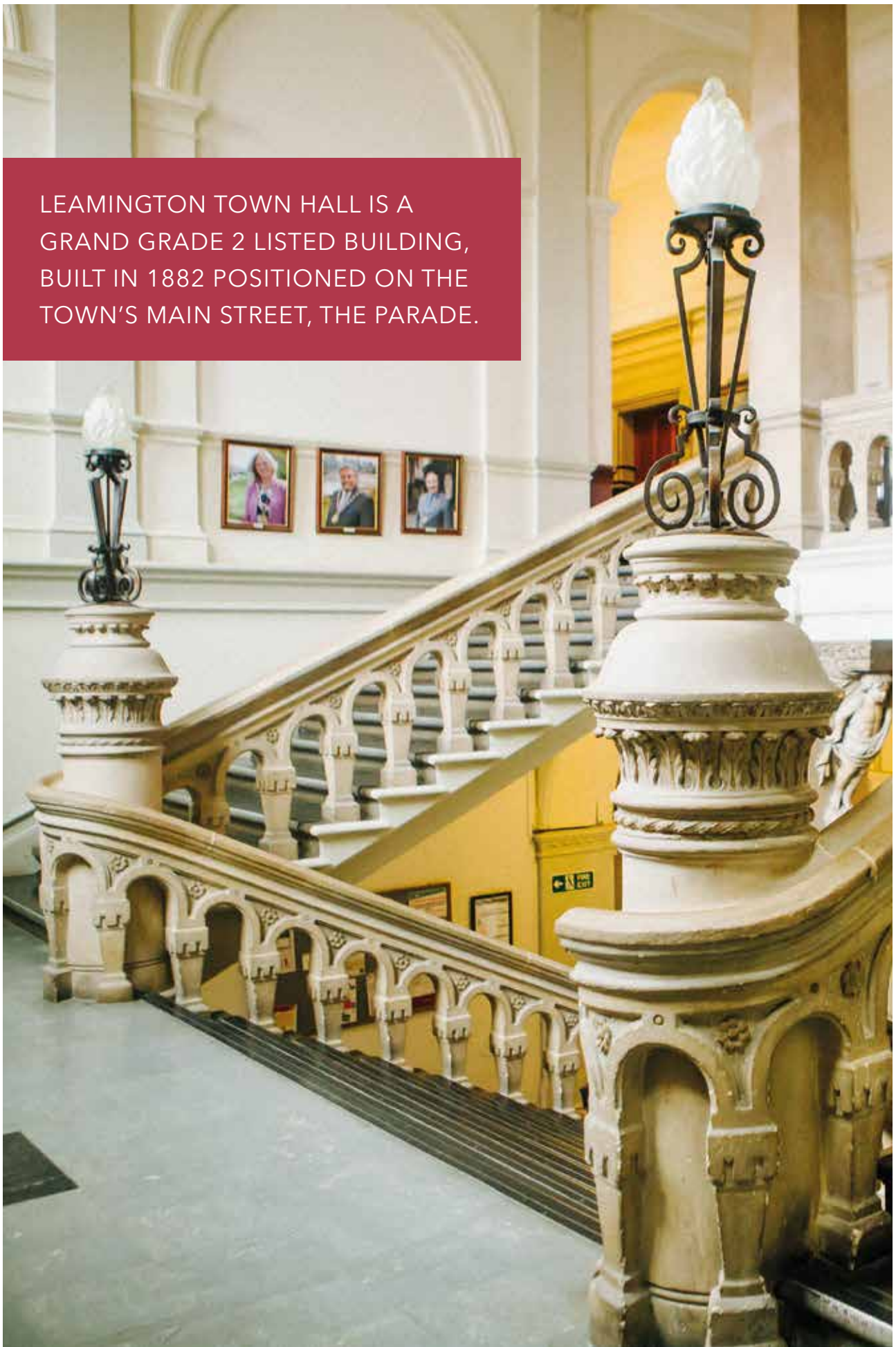
# TOWN HALL

HIRE INFORMATION



PARADE, ROYAL LEAMINGTON SPA,  
WARWICKSHIRE CV32 4AT

LEAMINGTON TOWN HALL IS A GRAND GRADE 2 LISTED BUILDING, BUILT IN 1882 POSITIONED ON THE TOWN'S MAIN STREET, THE PARADE.



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OWNED BY WARWICK DISTRICT COUNCIL AND MANAGED BY THE ARTS SERVICE, THE TOWN HALL IS A VENUE SUITED TO MANY EVENTS FROM WEDDING RECEPTIONS TO RECORD FAIRS; TRAINING AND MEETINGS TO CLASSICAL RECITALS.

## LOCATION

Just 10 minutes from junction 14 of the M40, Leamington Town Hall is well connected and easily accessible.



[www.warwickdc.gov.uk/townhall](http://www.warwickdc.gov.uk/townhall)

## PARKING

Parking at the Town Hall is very limited. There are two spaces at the back of the building; however, to park here requires prior arrangement to ensure that they are not being used by staff or a tenant. The tarmacked side road at the front of the Town Hall is for unloading only. There is lots of on street parking very close by and 3 multi storey car parks within easy walking distance. The nearest is St. Peters on Augusta Place, CV32 5EL, 0.3 miles away (a 5 minute walk).

[www.warwickdc.gov.uk/leamingtoncarparks](http://www.warwickdc.gov.uk/leamingtoncarparks)

## ROOMS

The venue offers a selection of areas for hire, from the large Assembly Hall which can seat a maximum of 300 people (theatre style) to the lavish Council Chamber, along with smaller rooms, suitable for meetings, workshops and training.

All rooms are well lit, bright and airy with large sash windows and high ceilings.

Currently, the Town Hall has several tenants. The University of Warwick has a study centre on the ground floor; Leamington's MP has their office there, along with the Mayor and Town Council.

## ARE WE THE RIGHT VENUE FOR YOU?

Whilst we will consider a variety of events, there is a small handful that, by their nature, we won't consider hosting: 18th, 21st, engagement parties, religious services and regular bookings that require the same space and time each week or month. As a council owned venue, we have to give precedence to council meetings and bookings, which means the availability for regular bookings is hard to guarantee.

Any events that fall outside the category of 'meeting' will need to provide their own risk assessment. We can provide a risk assessment template for you to complete.

We feel privileged to be able to manage such a prestigious building: Our vision for the

Town Hall is to look after it well so that the community can continue to make use of this beautiful building for many years to come.

## INSURANCE

The hirer must have hirer's liability insurance which covers your event for damage to the building up to £5million. If you don't have insurance, Warwick District Council can add you onto their insurance for a charge of 10% of the room hire cost.

## OPERATING HOURS

Standard operating hours for the Town Hall are between the hours of 8am and 10pm, Monday to Friday and from 8am to 5pm at the weekend. Events that occur outside of these hours may generate additional staffing costs. The building is open from 8:45am - 5:15pm.



## ROOM HIRE

There are 5 rooms for hire within the Town Hall:

### ASSEMBLY HALL

A beautiful and historic room which will add a sense of grandeur to any event; the hall has varying capacities depending on room layout, a stage and hard wood flooring.

<b>Theatre style</b>	<b>300</b>
<b>Banquet tables, no dancefloor</b>	<b>240</b>
<b>Banquet tables with dancefloor</b>	<b>200</b>
<b>Power sockets</b>	<b>10 13A (4 doubles and 2 singles) 2 16A sockets (sound limited)</b>

### COUNCIL CHAMBER

On the first floor, at the other end of the corridor to the Assembly Hall is the Council Chamber. There is a public viewing gallery, carpeted floor, wood panelling, bay window and a stained glass display. There is also a fixed projector and pull down screen included in room hire charge. Though decadent, this room is multi-purpose.

<b>Theatre style</b>	<b>100</b>
<b>Banquet tables, no dancefloor</b>	<b>50</b>
<b>Power sockets</b>	<b>4 doubles</b>

### ROOMS 11, 18, 21

These rooms are smaller and all similar in size, comfortably seating between 10 and 35 depending on the room layout. Room 11 is on the ground floor. Room 18 is connected to the kitchen and Room 21 to the Assembly Hall - both are on the first floor.

For all room hire, nothing can be stuck or pinned to the walls. We do have some large movable display boards that can be used free of charge. Room 18 has pin boards on the wall.



## FACILITIES

**Toilets:** There are toilets located on the ground floor just off the main entrance. Additional Ladies loos are half way up the stairs with Gents and Accessible toilets on the first floor just next to the lift.

**Hearing Loops:** Hearing Loops are available in Rooms 18 and 21, and the Council Chamber.

**Kitchen:** Our kitchen is considered a small, domestic kitchen with a dishwasher, sink and fridge. The kitchen is suitable for warming food as opposed to cooking and there is no equipment provided (baking trays, utensils, tea towels etc). There is a small amount of crockery, namely cups and saucers.

**Grand Piano:** We have a Steinway Baby Grand positioned in the corridor at the top of the grand double staircase. Upon request, this can be moved into the Assembly Hall or Room 21. You will not be charged for using the piano; However, if you would like to have the piano tuned prior to using, we can arrange this and will pass the cost on.

## ACCESSIBILITY

Let us know if you require disabled parking when you book your hire and we can reserve you a space at the back of the Town Hall.

To enter the building, there are ramps up to the main entrance.

The building has a lift (1.07m x 1.40m)  
The lift door is 90cm wide.

## REFRESHMENTS

The Town Hall can provide a variety of herbal and regular teas, filter coffee and biscuits (gluten free available on request)

## PERFORMANCES, LIVE MUSIC AND SOUND LEVELS

The Assembly Hall is the room most suitable to the performance of live music. There is a stage at one end and regularly plays host to classical concerts. Celidhs, DJs and choirs have also played in the Assembly Rooms. Sound levels are monitored in the building due to its position in the town centre. The limits are set at 95db constant and 103db peaking. Music should cease by 11:30pm to have the building clear by midnight. Where appropriate, PRS documentation will need to be provided.

## STAFFING

For events where there is alcohol consumption and/or over 70 people we employ a Duty Manager for the duration - who acts as a liaison for the building (directing any caterers / entertainment to where they set up and being on hand for anything that may crop up) and who also acts as the personal licence holder for the consumption of alcohol on the premises.

We also provide a Facilities Assistant - who looks after the building and sets up the furniture ready for your arrival- in a caretaking role.

It's also a condition of our town centre premises licence that we have doormen on the front doors for certain events.

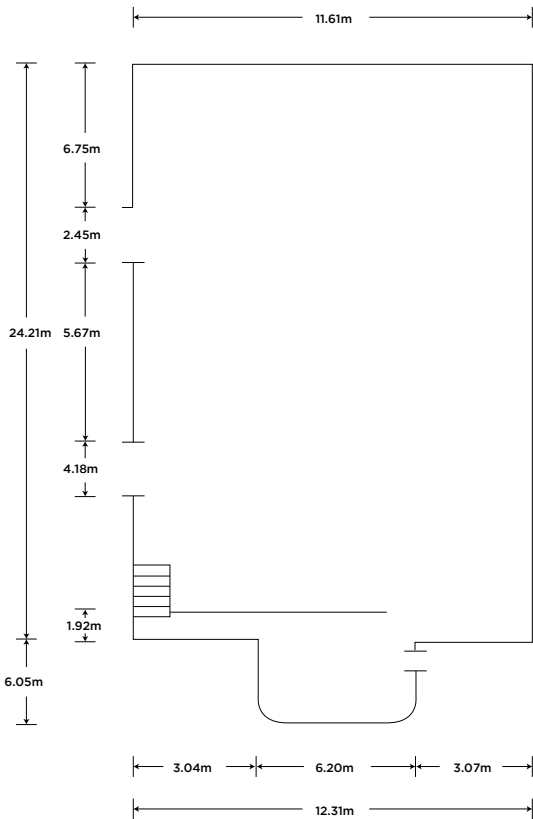
Customer Service Assistants can be provided to help serve teas and coffees, or run the bar.



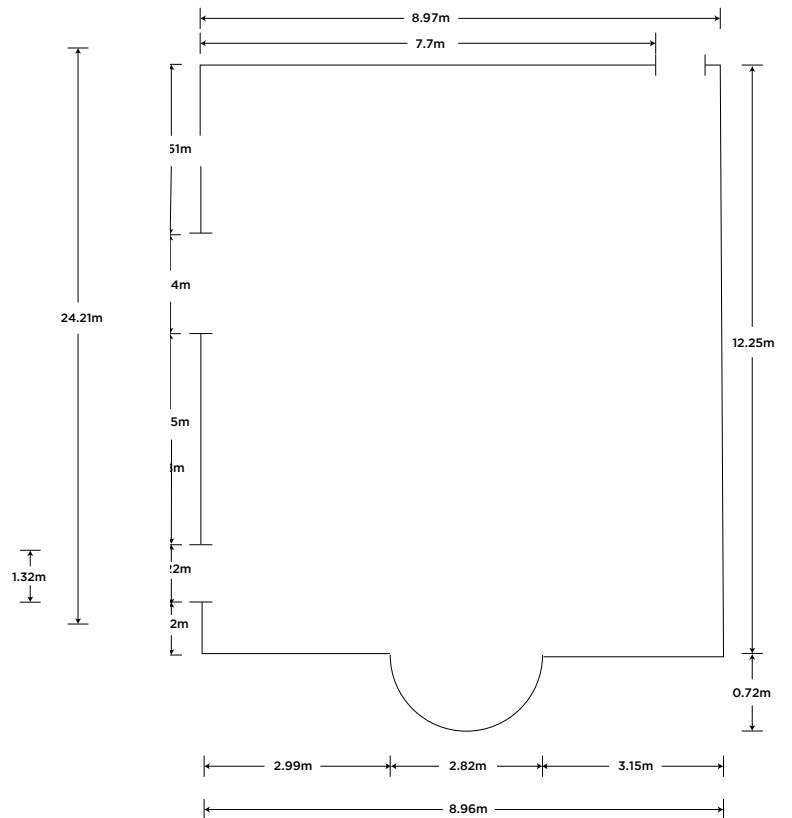
GROUND FLOOR



FIRST FLOOR



ASSEMBLY ROOM



COUNCIL CHAMBER



THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA, WARWICKSHIRE CV32 4AT



COUNCIL CHAMBER



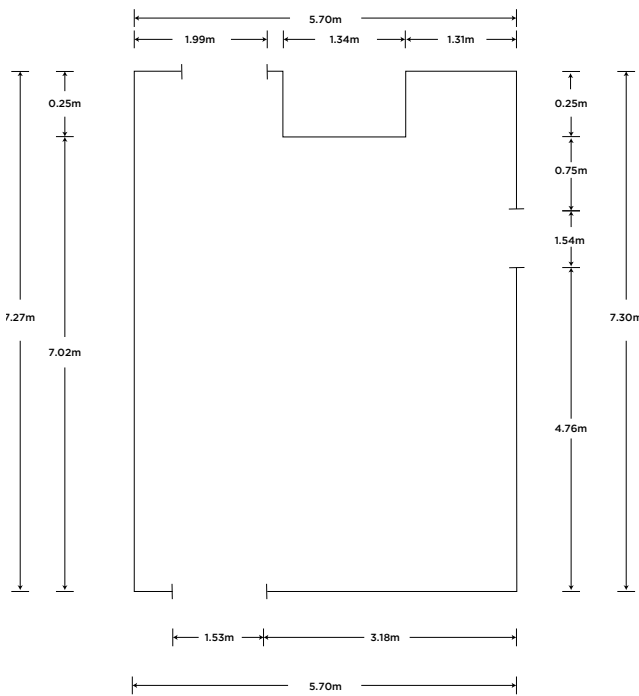
ASSEMBLY HALL



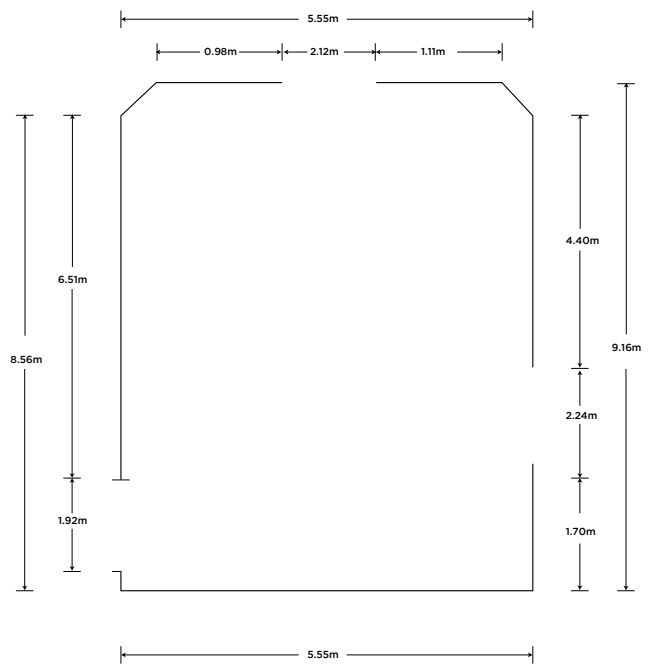
ROOM 18



ROOM 21



ROOM 18



ROOM 21

## WEDDINGS/DINNER DANCES

Leamington Town Hall is not licensed for wedding ceremonies. We can host your reception.

As a starting point, the costs involved in hiring the Town Hall for a wedding reception would be approximately £3,000, depending on the access times, and rooms required.

We are similar to a community centre or village hall in that you hire the space and furniture etc. but you are responsible for organising and running the event. (We don't offer a planning service like a hotel or conference centre).

We can fit 20 tables (200 people) in the Assembly Hall comfortably, with space for a dance floor in front of our staging area.

As a maximum we can fit 24 tables (without the space for a dance floor) which would seat 240.

We can provide gold framed, red velvet seated chairs. Use of furniture is included in the room hire rate.

The stage can be used for a small band / DJ.

Our PA can be used for speeches and we can provide 2 handheld radio mics.

The Council Chamber is often used as a drinks reception area or a 'quiet' area.

Most caterers use our kitchen, but with the adjoining room (Room 18) to prepare and serve the food as the kitchen is very basic and small.

You would have to source your own caterers, who would have to provide table linen, crockery, glassware as well as waiting staff. The caterers would have to already be on our approved suppliers list or apply to be included by filling out a form, providing their hygiene certificate (rated 4 and above) and a copy of their insurance.

The room adjoining the Assembly Hall (Room 21) is often used for a cash bar or buffet.

As we are in a Town Centre and residential area, after 11pm, all windows and doors have to be closed and no guests are allowed out of the front of the building. Music should cease at midnight.

Alcohol could be served up until 11:30pm, with guests leaving by midnight and the building clear by 12:30am.

## ALCOHOL CONSUMPTION

For weddings and dinner dances, Warwick District Council would organise the cash bar supplied by the Royal Spa Centre. We do not offer a dry hire. With at least 1 months' notice, we can stock whatever alcohol you choose. Due to health and safety restrictions, we are unable to serve beer and lager on tap because of the risks posed by gas canisters/cylinders.

You are welcome to source and bring your own table wine. Corkage is charged at £3 per bottle. Under no circumstances can you bring your own spirits - the Customer Services team can order them on your behalf. We charge £13 per bottle of wine, £25 for whiskey and £22 for vodka.

It is not necessary to obtain a Temporary Event Notice. Whenever alcohol is served or sold at the Town Hall, we must provide a Duty Manager and they act as the delegated personal license holder for the venue.

For events where there are 100 guests or less, 1 Duty Manager and 2 Customer Service Assistants will be required to run the bar. If the bar takes over £600, the staffing costs will be deducted from your bill.

For events where there over 100 guests, 1 Duty Manager and 3 Customer Service Assistants will run the bar: if the bar takes £1000, the staffing costs will be negated.

## CANCELLATION POLICY

- Cancellation by the hirer 28 days or more before the event will incur 75% of the hire cost. Cancellation by the hirer less than 28 days before the event will incur 100% of the agreed fees plus any costs incurred by the management.
- In the event that something occurs beyond either parties reasonable control, both parties shall be released from their obligations.

## HOW TO BOOK

- Get in touch!  
Email [spa.hirings@warwickdc.gov.uk](mailto:spa.hirings@warwickdc.gov.uk) with details of your event
  - what it is
  - date and time
  - approximate number of attendees
  - desired layout
  - what resources are required (including refreshment)
- We aim to respond to all enquiries within 2 - 5 working days with availability
- We can arrange to meet with you at the Town Hall to show you round and chat about your requirements if necessary
- We will generate a contract itemising the costs and send to you. You can then sign and return within 14 days. Upon receiving a signed contract, we will confirm the event in our diary. Number of guests need to be confirmed no later than a week before the event.
- A 20% non-refundable deposit will be required for large events that are booked more than 2 months in advance.
- Invoices need to be paid prior to the event, once numbers have been finalised.

## TERMS AND CONDITIONS

- We operate a clear corridor policy so that fire exits and routes are kept clear at all times
- Anti-social behaviour will not be tolerated.
- Smoking (including vaping) is strictly prohibited on site.
- After 11pm - there is no re-admittance to venue.
- Electrical equipment must have evidence of Pat testing.
- No Animals.
- No helium balloons.
- No smoke machines / hazer / confetti cannons.
- The only candles permitted are a limited number of tealights and/or smokeless candles.
- University may be open on ground floor during your event. Depending on the rooms hired, there may be other events and tenants using the building at the same time.
- The building must be left clean and tidy. As long as any litter is cleared into bags, we can dispose of it for you.
- Any damage sustained during your hire will be charged accordingly.

## WHERE TO STAY?

### **Angel Hotel**

143 Regent St, Leamington Spa  
CV32 4NZ, 01926 881296

### **Episode Hotel**

64 Upper Holly Walk, Leamington  
Spa CV32 4JL, 01926 883777

### **Best Western Falstaff Hotel**

16-20 Warwick New Road, Leamington  
Spa CV32 5JQ, 01926 312044

### **Travelodge**

Regent Hotel, Parade, Leamington  
Spa CV32 4AT, 0871 984 6239

### **Premier Inn**

Regency Arcade, 154-156 Parade,  
Leamington Spa CV32 4BQ, 0871 527 9380

## TAXI COMPANIES

**Home James Taxis** 01926 889899

**Leamington Taxi** 01926 888118

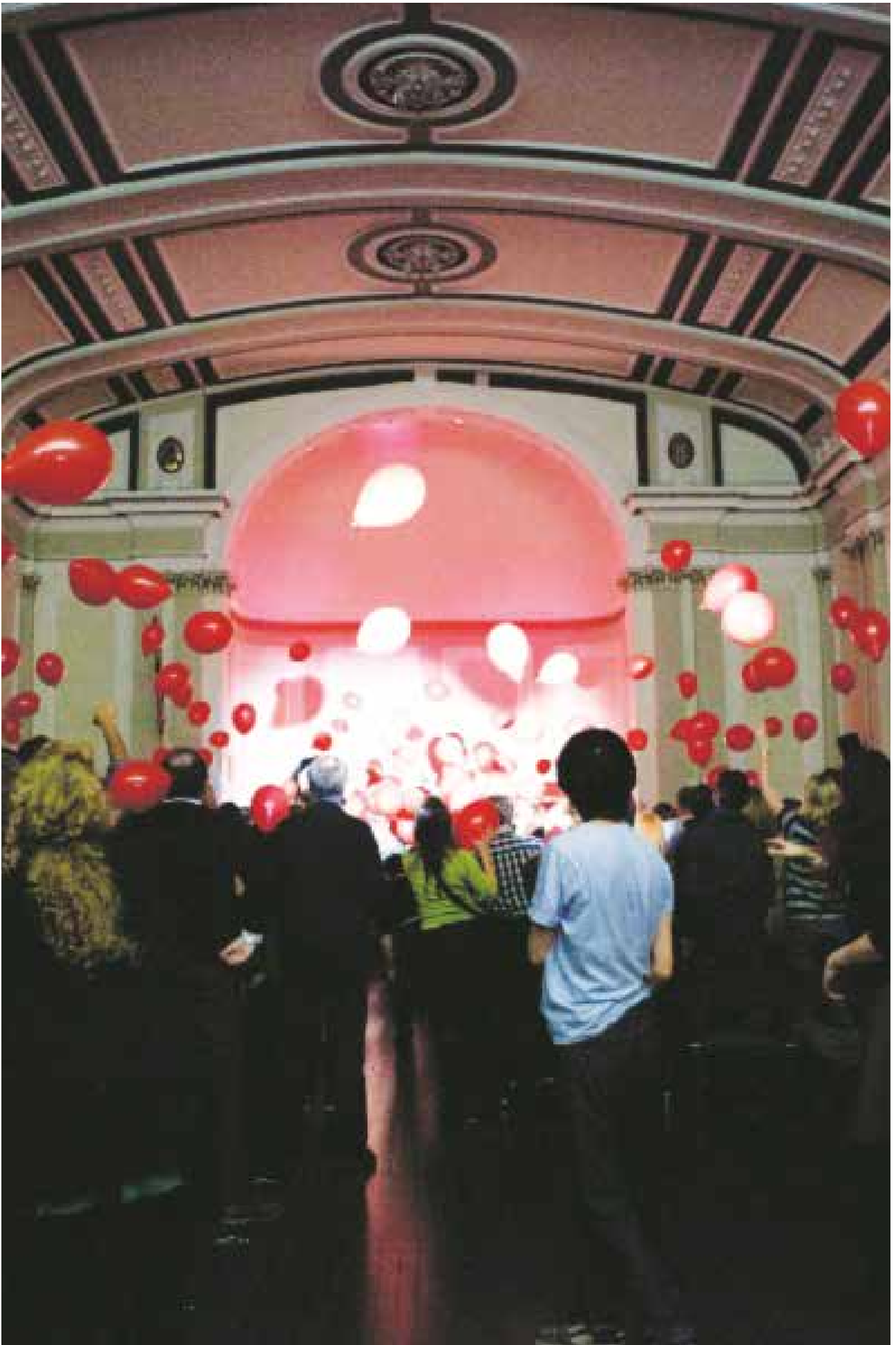
**Sapphire Taxi** 01926 881313

## CONTACT

**Bronwyn Alsop, Marketing and  
Programming Supervisor:**

spa.hirings@warwickdc.gov.uk  
01926 737160





## APPENDIX

We have 3 rates of pay: Commercial, Community and Charity. Commercial rates are full and apply to businesses; Community rates include a discount of 20% and apply to community groups and those who are raising money for charity.

The charity rate includes a discount of 35% and is applicable only to those events where a charity is directly paying for a hire. A valid charity number will need to be provided.

## ROOM HIRE CHARGES (PER HOUR)

ROOM	COMMERCIAL RATE 2018/19	COMMUNITY RATE 2018/19	CHARITY RATE * 2018/19
Assembly Hall	£88	£70	£57
Council Chamber	£48	£38	£31
Room 11, 18, 21	£28	£28	£28
Kitchen (daily rate)	£150	£120	£50

\* Charity rate based on seeing a valid charity number and the charity itself paying for the hire

## FURNITURE

Tables	Included
Chairs	Included
Large Notice Boards	2 Included
Portable Staging 8' x 4'	Included
Grand Piano	1 (Tuning costs £80)
Coat Rail	1

## EQUIPMENT

PA and sound desk	1 - £25
Projector and Screen	2 - £20
Lectern	1 - Included
Handheld Radio Mic	2 - £10
Urn	1 - Included
Flipchart and pens	£15 per pad

THE TOWN HALL  
Parade, Royal Leamington Spa,  
Warwickshire CV32 4AT

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01926 737160



INVESTORS  
IN PEOPLE



[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)