



**Hiring rooms at the Guildhall**

The following areas are available for hire:

* The foyer and reception area:
	+ Weekdays: £15 per day (6 hours) or £10 for half a day (3 hours) for use of part of the area.
	+ Evenings and weekends: £15 per hour with an additional flat rate charge of £12 for caretaking. If it is an activity open to the general public, and oversight throughout is required, there will be an additional charge of £5 per hour.
* Interview rooms (ground floor):
	+ £30 a full day or £15 a half day
* Board room (first floor with lift access, seating up to 10 people)
	+ £50 for a full day (up to 8 hours), £30 for a half day (4 hours) and/or £10 per hour
* Meeting space (first floor with lift access, seating up to 30 conference style)
	+ £50 for a full day (up to 8 hours), £30 for a half day (4 hours) and/or £10 per hour

All evening and weekend bookings will be subject to an additional charge of £12 to cover caretaking costs.

Rooms can also be available for exclusive use on an annual licence.

**To book the interview rooms or the first floor meeting rooms, and for general enquiries (including annual licence options):**

**Support Staffordshire**

Tel: 07495 736160

Email: jill.norman@supportstaffordshire.org.uk

**To book the foyer and reception area:**

**Friends of the Guildhall**

Tel: 01782 632895 or 07983 983840

Email: fotguildhall@gmail.com