



Wallingford Town Council

Wallingford Town Council

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Wallingford Town Hall

Information for Hirers (ANNEX 1)

Wallingford

Wallingford is situated on the bank of the River Thames, in Southern Oxfordshire, between Oxford and Reading.

Steeped in history, with a medieval bridge over the River Thames, ancient fortifications, and one of the oldest charters in England, Wallingford proclaims a colourful past.

Today the town is a bustling market town, with a wide array of independent shops, pubs and cafes.



Wallingford Town Hall

The present Town Hall was Constructed in 1670 during the reign of Charles II.

It is a timber framed building, rendered to give the appearance of stone. Its Venetian windows on the north are particularly attractive and have been copied in a number of later buildings around the Market Place.

The Town Hall comprises of two function rooms, the Main Chamber and the Committee Room, with the Main Chamber offering beautiful views over the historic Market Place.

The Main Chamber

The walls are adorned with commemorative boards, listing all the town mayors since 1231 to the present day.

This room can comfortably accommodate up to 60 guests, for a wide range of functions, including civil ceremonies, naming ceremonies, private parties and conferences.



The Committee Room

The Committee Room has the perfect ambience for smaller, more intimate functions or events.



The room can accommodate up to 20 guests and like the Main Chamber, displays artefacts of Wallingford's impressive history, including the town mace, dated 1650, and is said to have been copied for the mace of the House of Commons.

CHARGES (from December 2019)

Venue Hire

There is a minimum hire period of three hours, which must include any set up and take down time, for all bookings.

Weekdays (venue hire only)

Standard Rate:

Main Chamber	£295.00 +VAT Additional hour £50.00 +VAT per hour
Committee Room	£250.00 + VAT Additional hour £30.00 + VAT per hour

Concessional Rate: *

To qualify for concessional hire charge rate, please see the attached policy
£30.00 + VAT flat rate charge per hour

Minimum hire charge 2 hours

*NB Concessional Rates at the discretion of the Town Clerk **

** The concessional rate is set at the discretion of the Town Clerk. The concessional rate is for local charities or not for profit organisations.*

For television, film and photographic location hire please contact us directly.

Weddings

All weddings require a minimum two hour hire period. All weddings are managed by our events manager, who must be in attendance to ensure that during the proceedings all arrangements comply with the conditions of the venue licence.

Before confirming a booking the hirer is responsible for liaising directly with the registrars to ensure they are available. The cost of the registrar's service is in addition to the venue hire costs and must be paid directly to the registrars.

Weddings

Standard Rate: *

Monday – Sunday Whole Building	£475 +VAT two hour hire period
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Wedding Packages - additional to 2 hour wedding charge.

Drinks package **	£250 plus VAT plus £9.00 per bottle (minimum 6)
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If canapés are required in addition to the above - Please contact our Events Manager to discuss further.

All prices include VAT.

** This does not include the cost of the registrar's services.*

***Drinks provided by Wallingford Town Council.*

BOOKINGS / ENQUIRIES

Bookings and enquiries for the Town Hall can be made via the Town Council Offices.

OPENING TIMES:

Mondays – Thursdays: 09.00 – 17.00

Fridays: 09.00 – 16.30

CONTACT DETAILS:

Telephone: 01491 835373

Email: admin@wallingfordtowncouncil.gov.uk

Website: www.wallingfordtowncouncil.gov.uk