

# HITCHIN TOWN HALL

# WEDDINGS

## & CIVIL PARTNERSHIPS



HITCHIN TOWN HALL



# WELCOME

TO HITCHIN TOWN HALL



A unique and beautiful wedding venue within Hertfordshire.



## INTRODUCTION

First opened in 1901, the Grade II listed Hitchin Town Hall is a prominent local venue in the heart of Hitchin which has recently benefited from a number of extensive improvements, while retaining its original charm and character.



OUR

# SPACES



HITCHIN TOWN HALL

# MOUNTFORD HALL

Named after one of the architects of the building, Edward Mountford, this impressive room is an ideal space for larger ceremonies and wedding receptions. The original design of the hall has been preserved and a feature of this includes an attractive cornice decorated with roses and lavender, both of which are grown in Hitchin. The hall features a unique sprung floor, perfect for dancing, as well as a mezzanine floor overlooking the main hall.

## Benefits include:

**Projector connectable through HDMI**  
(cable not included)

**Conference sound system**  
connectable through HDMI, AUX or iPhone

**Silver mirror ball**

**Coloured stage-rigged lighting**

**x2 bespoke bars – fully stocked and staffed**

**Chairs, round tables (capacity of 10 per table),  
and trestle tables are included in the price**





## LUCAS ROOM

The Lucas Room, named after one of the architects of the building, Thomas Geoffry Lucas, is situated on the first floor and offers a more intimate ceremony space. The focal point of this space is the splendid original fireplace, with its decorative plaster cartouche above. There are also attractive wrought iron window catches and original door plates that all add to the special quality of the room.

**Up to 60 guests**

**Furniture included**

**Chair covers and sashes can be provided at an additional cost**





# THE TERRACE GALLERY

The Terrace Gallery is located on the first floor of North Hertfordshire Museum. The room's eclectic collection works to stimulate conversation and is ideal for those wanting a creative ambience. Guests have the option to move to an outdoor terrace space that extends from the gallery, complete with modern rattan furniture, and a bottle bar.

**Up to 120 guests – inclusive of the outdoor space**

**Hire times are limited to  
4.30pm – midnight Tuesday to Saturday,  
and 3.30pm – 12pm on Sundays**

**All exhibits in this space are encased in glass to permit the consumption of food and drink**

**The Terrace Gallery is also licenced for wedding ceremonies as well as being a celebration space**





## ADDITIONAL HIRE

- |                           |                    |
|---------------------------|--------------------|
| • LED uplighters          | sml/lrg £5/10 each |
| • Table linen             | POA                |
| • Security, as required   | POA                |
| • Set up and take down    | POA                |
| • Chair covers and sashes | £2 each            |



## SPARKLING RECEPTIONS

Treat your guests to a glass of fizz to toast the happy couple

- £23 per bottle of prosecco
- Jug of orange juice
- Jug of water
- Price includes glassware and linen and is self served



## CATERING

We offer a range of in-house catering services, from three-course meals to finger buffets. Our experienced chef and catering team work with you to create a tailored menu that meets your specific requirements.

Visit <https://hitchintownhallevents.com/catering> to view sample menus.



OUR

# WEDDING

PACKAGES



HITCHIN TOWN HALL



# THE EDWARD

Including:

- Exclusive hire of all hireable spaces from 12pm –12am
- Set up and take down service
- Security
- Sparkling reception
- Fully staffed bar

Monday – Thursday from £2,253

Friday, Saturday and Sunday from £2,733



# THE GEOFFRY

Including:

- Exclusive hire of all hireable spaces from 12pm – 6pm
- Set up and take down service
- Sparkling reception

Monday – Thursday from £1,025

Friday, Saturday and Sunday from £1,263





## REGISTRAR BOOKINGS

Please contact the Registrar's office on 0300 123 4045

or

email [stevenage.registrars@hertfordshire.gov.uk](mailto:stevenage.registrars@hertfordshire.gov.uk)  
for more information and to book a registrar.

Registrar fees are not included in venue bookings





# HOW TO BOOK

- If you would like to come and see the venue with one of our team then please state this in the booking form or email us at **[hitchintownhall@north-herts.gov.uk](mailto:hitchintownhall@north-herts.gov.uk)** with some days and times that suit.
- Please note we work Monday to Friday 9am to 5pm
- One of our team will be in contact within five working days to discuss further or provide a provisional quote based on the information provided.
- If you wish to go ahead then we will send you a payment link to pay the deposit, which is 20% of the hall hire, and need to receive payment within 14 days in order to secure your booking. The deposit is non refundable.
- Our events team will be in contact with you as much or little as you would like up to the big day
- We need final payment 28 days before – so plenty of time for adjustments.
- We need your final numbers two weeks before the event.





## THE SMALL PRINT

Our full terms and conditions of hire can be found here:  
<https://bit.ly/43ed0qT>

**A hire bond** is taken to cover damage, overrun timings and breakages, this will be returned after the event if no issues occurred.

**Security:** as we are a town centre venue a sufficient number of security staff will be required for some events and the cost will be passed on to the hirer. Numbers are at the discretion of management.

**Payment** is through a payment link email- we are unable to take payment at the venue and the venue is cashless, including the bar.

If you **do not** wish to take advantage of the **set up and take down service** then you will need to set up and take down any furniture and decorations within your hire times. The set up and take down service is also within your hours of hire so you will need to book with this in mind.

If you wish to **leave things in the venue outside of the hire times** then please **contact us** to see if we can accommodate this.

We allow corkage for wine only. No other drinks can be brought in.

There is absolutely **no kitchen access to hirers** and no cooking can take place within the venue by hirers or external caterers. External caterers can have access to water but no power.

**If you wish to bring in your own cold pre prepared food** you are welcome to do so; this is charged per head and does not include any crockery or cutlery.

All prices subject to VAT.  
Hirers are responsible for their own decorations.



## CONTACT US

- To make a provisional booking please click on the **'request quote'** button on our website or follow this link and complete the booking form <https://bit.ly/49tFG1F>
- Please call the team on **01462 474554** or email us at [hitchintownhall@north-herts.gov.uk](mailto:hitchintownhall@north-herts.gov.uk) if you have any questions.
- **Visit us**  
If you would like to come and have a no obligation look around with a member of the team then please contact us to book a convenient time.





# HOW TO FIND US

## How to find us

Hitchin Town Hall  
Brand Street  
Hitchin  
SG5 1JE



We are a 20 minute walk from Hitchin railway station  
We don't have onsite parking. There are several car parks within a short walking distance:  
<https://bit.ly/3TbjJyq>

