



Functions At Arundel Town Hall

LISTED BUILDING BUILT IN 1836

**Thinking of celebrating your next function with a
Touch of class, why not come and see our
Facilities**

Welcome to Arundel Town Hall



Situated in the heart of Arundel, the Town Hall is an impressive Grade II Listed 19th Century building. Both the Atherley and Holmes Chambers offer elegant yet unusual surroundings for your Function.

We would be delighted to arrange an appointment for you to view our venue. Four weeks before your function, a meeting will be arranged for us to talk through any final arrangements. To ensure that you secure your chosen function date, please call us as soon as possible to avoid any disappointment.

Stella Smith

Town Hall Functions Manager

Tel: 01903 881563 Email: stella.smith@arundeltowncouncil.gov.uk

The Town Hall is open Monday to Friday between 10.00am and 1.00pm but appointments can be made outside of these hours by arrangement.

Arundel Town Hall, Maltravers Street, Arundel, West Sussex, BN18 9AP

Arundel Town Hall



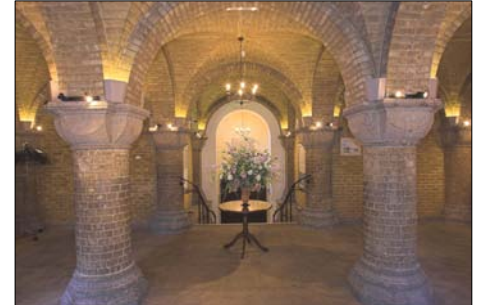
Facilities & Hire Charges

SPECIAL EVENTS	LAUNCHES	LUNCHESES	MEETINGS
RECEPTIONS	THEME PARTY'S	WEDDINGS	FORMAL DINNERS
ANNIVERSARIES	CHRISTENINGS	ENGAGEMENTS	COCKTAIL PARTY'S

ARUNDEL TOWN HALL

THE FOYER

Stone pillars and archways create a stunning entrance to Arundel Town Hall. A central point of the building, it is best utilised for your guests to gather prior to your event, with washroom facilities and coat racks. Access to the servery, disabled lift and the Holmes Chamber is from the Foyer. There is a large notice board easel available for Welcome Notices for your guests to be put up on the foyer.



Photos courtesy of Ian Buss Photography



ROOF TERRACE

Leading from the Atherley Chamber, this beautiful terrace provides stunning views across Arundel Town and beyond. It is ideal for drinks with your guests and there is also access from the car park to the Atherley Chamber via the Roof Terrace.

ATHERLEY CHAMBER

The chamber is a late Georgian room with gold painted mouldings and cornices. Hand crafted arched doorways complete the feeling of elegance. From the south facing windows there is a panoramic view over the terrace to the water meadows and coast beyond.



Facilities – Seating up to 80

Access is by wide stone sweeping staircase
from the foyer
Room dimensions 29'x 33' (50' into alcoves)
Disabled Lift access
Fire Escape
Banqueting tables and chairs are available

The Atherley Chamber is an elegant venue. The sweeping staircase creates a dramatic entrance for your guests and the banqueting chairs can be set up in any way you wish, including theatre style. Following your function, the Atherley Chamber can be transformed into a banqueting hall for you and your guests to enjoy.

HOLMES CHAMBER

This room was built and presented to the people of Arundel in 1957 by Lillian May Holmes, in memory of her husband Arthur Holmes and to commemorate over 200 years of civic service to Arundel by his family. The chamber has a raised dais, which lends itself perfectly to either civil ceremonies or for musical entertainment. The borough crest is mounted on the south wall featuring a carved oval plaque with swallow, knight's helmet and leaf scrolls and with the motto "**Antiqua Constans Virtute**", which means "Since Ancient Time". The ceiling has been painted by a local artist, and 10 chandeliers help to complete the formal and elegant atmosphere of the chamber.



Photo courtesy of Ian Buss Photography

Facilities - Seating 40

Raised dais at the south end
Cherry wood paneling to all walls
Fire escape
Banqueting tables and chairs are available

INCLUSIVE FACILITIES AVAILABLE

- Open seating for up to 80 guests theatre style
- Table seating for up to 80 guests
- Flip charts & pens
- Overhead projector
- Screen
- Wireless internet access
- P.A facilities in the Atherley Chamber only
- Disabled access to the Atherley Chamber only
- Refreshment breaks and facilities
- Other facilities may be available upon request.

Arundel Town Hall Function Room Hire Charges 2008/9/10 (prices valid until end of December 2008)

Deposit required £250 at time of booking.

<u>The Atherley Chamber,terrace & foyer</u>					
	Mon - Sat 9:00am – 5:00pm	Mon - Sat 5:00pm – 11:00pm	Sun- Bank Holidays 9.00am – 5.00pm	Sun –Bank Holidays 5.00pm – 11.00pm	* Minimum Hire Period of 2 hours
2008	£90 per hr	£120 per hr	£103.50 per hr	£138.00 per hr	
2009	£95 per hr	£130 per hr	£109.25 per hr	£149.50 per hr	
2010	£100 per hr	£140 per hr	£115.00 per hr	£161.00 per hr	

<u>The Holmes Chamber foyer</u>					
	Mon - Sat 9:00am – 5:00pm	Mon - Sat 5:00pm – 11:00pm	Sun- Bank Holidays 9.00am – 5.00pm	Sun –Bank Holidays 5.00pm – 11.00pm	* Minimum Hire Period of 2 hours
2008	£60 per hr	£75 per hr	£69.00 per hr	£86.25 per hr	
2009	£65 per hr	£80 per hr	£74.75 per hr	£92.00 per hr	
2010	£70 per hr	£85 per hr	£80.50 per hr	£97.75 per hr	

The above applies for individual room hire only. For combined use, the Exclusive fee will be applied. An additional charge for the servery, if not hiring for Exclusive use, will be at a rate 30% of the total cost.

Exclusive use of Arundel Town Hall only

Includes Atherley Chamber & Terrace, Holmes Chamber, Foyer & use of the kitchen servery.

Includes tables, up to 80 sit down for dining.

Hours of use 9:00am – 11:00pm

ROOM HIRE CHARGES (VALID UNTIL 31ST DECEMBER 2008)

	Peak Season March–October & December	Sunday & Bank Holidays Peak Season	Off- Peak Nov, Jan &Feb	Sunday & Bank Holidays Off- Peak
2008	£2600.00	£2990.00	£2000.00	£2300.00
2009	£2850.00	£3277.50	£2200.00	£2530.00
2010	£3000.00	£3450.00	£2350.00	£2702.50

NB. Additional access times may be subject to additional Hire Charges. All of the above are inclusive of VAT.

Limited Car Parking is available at the Town Hall, please call for further information.

Function Booking Form

Name:	Name:
Address:	Tel:
Postcode:	Email:
Date of Event:	Type of Event:
Atherley / Holmes Chamber (delete as appropriate)	Food to be Served: Buffet / Sit- Down Meal.
Access time:	Licensed bar required: YES / NO
Start Time:	Evening Entertainment: Start time:
Finish Time:	
No of guests:	

PLEASE MAKE CHEQUES PAYABLE TO: ARUNDEL TOWN COUNCIL. I have enclosed a non-refundable Deposit of £250.00. I have read and understood the Terms and Conditions enclosed.

Signed _____ **Date** _____