



HARWICH TOWN COUNCIL

The Council Chamber of the Guildhall, Harwich, Essex is available for hire for approved functions such as receptions, conferences, presentations etc. Events involving music or dancing are not permitted.

The charges for the hire of the Council Chamber are effective 18th June 2025 and will be reviewed annually:

a) VOLUNTARY ORGANISATIONS WITHIN THE HARWICH AREA

Monday – Friday:	9am – 2pm	£10 p/hr
	2pm onwards	£15 p/hr

Weekends/Bank Holidays: £15 p/hr

b) COMMERCIAL/OTHER ORGANISATIONS

Monday – Friday:	9am onwards	£30 p/hr
------------------	-------------	----------

Weekend/Bank Holidays: £30 p/hr

All reasonable requests for use of facilities will be considered. All breakages will be chargeable.

N.B Chargeable time commences immediately hirers or their agents enter the Guildhall to commence preparations and cease once all patrons have left. The hire of the Chamber does not include staff time or host services.

The capacity of the Chamber is max. 60 persons. There are 17 places around the main 'T'-shaped tables with a further 33 chairs for general seating.

Reasonable notice for booking the Chamber is required. The decision whether or not a particular function may be held remains at the discretion of the Council, with day-to-day decisions being delegated to the Clerk, in conjunction with the Chair of the F&GP Committee.

Enquiries, bookings and appointments to view should be directed to: The Clerk to the Council on 01255 507211 or by email at info@harwichtowncouncil.co.uk.