



# HIGHBURY HALL

## EXTERNAL CATERING EVENTS



CIVIC CATERING

BIRMINGHAM  
EST. 1947



# HIRING HIGHBURY HALL



## HIGHBURY HALL

### Monday to Sunday

Up to 10 hours *	£2500
Additional hourly rate	£250

\* hire cost does not include fees payable to Birmingham Register Office

### Optional extras

Chair covers	£2
Cash/credit bar	POA
Attended cloakroom	POA
Overnight stay at hotel	POA

### Maximum room capacities - total 100 guests

Main Hall:

Sit-down meal on E-shape layout (no stage)	100
Sit-down meal on round tables	70
Additional evening guests	80

## HIRE COST INCLUDES

- Dedicated Event Co-ordinator
- Duty Manager to assist your chosen caterer
- Room hire
- Use of Miss Hilda's for bridal party
- Tables
- Chairs
- Dance floor (fixed in Drawing Room)
- PA system
- Laptop, projector and screen (option for speeches)
- Wi-Fi
- Crockery
- Cutlery
- Glassware
- Table cloths
- Napkins
- On-site parking (up to 30 cars)

## Conditions of hiring Highbury Hall

- A deposit of £750 is required by your chosen caterer for use of our kitchen, which will be refunded following the event subject to the kitchen being left clean, tidy and no damage to equipment or fabric of the building
- It is the customer's responsibility to directly contact one of the caterers from Civic Catering's approved list of caterers to ensure the caterer is available on the chosen date
- Provisional bookings will be held for 14 days
- A deposit equal to the room hire is required prior to your event taking place. The deposit is strictly non-refundable/transferable.
- Customers cannot bring their own food\* or drink onto the premises, unless it is from one of our approved caterers. \* except wedding favours, wedding cakes and wedding supplier specialists such as chocolate fountains and candy carts
- Customers can bring their own alcohol onto the premises, subject to a corkage charge and agreement with their chosen caterer.
- Civic Catering will provide a duty manager to provide assistance for your chosen caterer. The duty manager will be responsible for running your event. Please discuss your staffing requirements with your chosen caterer, including; banqueting manager, bar waiting staff and general assistants.
- All reasonable precautions have been taken to vet our approved caterers. Civic Catering takes no responsibility as to the provision, quality or service and would ask that customers conduct their own research to ensure they are satisfied with the working practices, quality of food and service and prices.
- On-site parking is available for up to 30 cars. Please note that the gates are locked overnight. Should you or any of your guests wish to leave your vehicle overnight then please make prior arrangements to ensure that car park is opened the following day for you to collect the car.
- Civic Catering will consider requests for additional caterers to be included on our list of approved caterers. Should your preferred caterer not be listed then please contact your dedicated Event Co-ordinator to discuss your requirements. Civic Catering may consider vetting caterers, upon request, subject to a vetting fee of £300 + VAT. The fee covers administration costs to carry out background research, a site inspection visit and inspection of the caterer's food hygiene rating, food safety and health and safety policies, working practices and procedures as well as their training records. Your preferred caterer will be given approval, subject to a satisfactory review of your chosen caterer. Should your preferred caterer not meet Civic Catering standards you will be informed of the reason as to why your preferred caterer was not approved. No refunds apply to vetting any preferred caterer we review.
- Our venues are licensed to hold civil ceremonies and therefore we no religious ceremonies are permitted to take place.

All prices are exclusive of VAT, except room hire which is VAT exempt



# HIRING Highbury Hall



## Timeline for viewing/booking venue

*Tick me when your done...*

1	Enquiry about venue / contact to arrange a viewing, request list of approved caterers and obtain quotations from you preferred caterer(s)request list of approved caterers and obtain quotations from you preferred caterer(s)	<input type="checkbox"/>
2	Request to provisionally hold a date for up to 14 days. Email sent to provisionally hold date and letter sent with forms to take to Register Office (if applicable)	<input type="checkbox"/>
3	Complete and return contract and Register to Civic Catering within 14 and contact Register Office to make appointment (if applicable)	<input type="checkbox"/>
4	Deposit invoice raised and sent (payable within 30 days)	<input type="checkbox"/>
5	Deadline for payment of deposit invoice. Once paid, email sent to confirm booking	<input type="checkbox"/>
6	Couple to send confirmation from Register Office of ceremony booked to be sent to Civic Catering (if applicable)	<input type="checkbox"/>
7	Make a decision and engage with your preferred caterer. Once you have selected your caterer, contact your dedicated Event Co-ordinator to inform them of your decision	<input type="checkbox"/>
8	Liaise with your caterer to discuss the finer details of your special day, pay your caterer direct and continue planning your special day	<input type="checkbox"/>

## Timeline once Booking is Confirmed

