



KING'S LYNN
TOWN HALL

Weddings



Weddings

Welcome To King's Lynn Town Hall

Having been at the heart of King's Lynn for over eight centuries, King's Lynn Town Hall boasts a wealth of architectural features, which give its rooms character and a sense of occasion. From the Grade I Listed medieval Stone Hall, with its impressive stone floor and oak beamed ceiling, to the ornate Georgian Assembly Room. The complex offers elegant rooms perfect for hosting your special day.

We are licensed to hold civil ceremonies seven days a week and offer ceremony, reception and wedding packages.

Our friendly staff will help you plan your event and will be on hand on the big day to make sure everything runs smoothly.

In this pack you will find information about the services we provide and details of the rooms we offer for hire. If you can't find the information you need, or would like to discuss your options with a member of our team, please get in touch.





Wedding Packages

We offer ceremony only, reception only (including wedding breakfast and/or evening reception) and full wedding packages (ceremony and reception).

Ceremony Only

You can hold your ceremony in the Stone Hall or Assembly Room.

Reception Only

The Assembly Room can accommodate both wedding breakfasts and evening receptions. The Stone Hall is also included in this package. Please note that seating and dancing will be confined to the Assembly Room, with the Stone Hall providing space for your bar and buffet.

Wedding Packages

We would love to be part of your whole day. The wedding package includes exclusive use of the Stone Hall, Assembly Room and Card Room, which adjoins the Assembly Room.

If you choose the wedding package option, your ceremony will be held in the Stone Hall and your wedding breakfast/reception will take place in the Assembly Room. Ahead of the meal and during the evening celebration, the Stone Hall provides a beautiful reception area for guests to mingle, and the adjoining Court Room, complete with dock, provides an 'arresting' cloakroom that's bound to prove a talking point!





The Venue

A Grand Entrance

Both the Stone Hall and Assembly Room are accessed via the historic porch. The carved wooden staircase offers a grand entrance and sets the tone for your event.

The Stone Hall

The Stone Hall provides a beautiful reception area for your guests to celebrate your special day with you.

The Assembly Room

Civil ceremonies for up to 120 guests
Wedding breakfast for up to 120 guests
Evening reception for up to 180 guests





The elegant symmetry of this characteristically Georgian room, complete with chandeliers, ornate golden mirrors, original fireplaces, period cornicing and grand portraits, make it ideal for civil ceremonies, wedding breakfasts and evening functions. To find out more about how the rooms can accommodate your needs, please speak to a member of our team.

All areas available for hire are fully accessible, with lift access. The pay and display car parks in front and behind the complex include bays for disabled parking. We welcome assistance dogs and an infra-red hearing loop is available for use in the Assembly Room (please let us know if this is required).





The Finer Details

Every wedding is unique, and at King's Lynn Town Hall we provide an idyllic setting for you to create the wedding of your dreams. The following information is designed to help you plan your day to perfection.

Eat, Drink And Be Merry

We do not provide caterers but do have a fully equipped kitchen for your chosen caterer to prepare hot or cold food for your wedding breakfast and evening reception.

Bar facilities are provided offering a range of beers, wines, spirits, cocktails and soft drinks.

Room hire includes the use of tables and chairs. All tableware, including table cloths, crockery, and cutlery is to be arranged by the hirer.

Live and recorded music is permitted throughout the building. We have facilities for playing recorded music and we are happy to accommodate bands and discos.

The Assembly Room is perfect for you to dance the night away with your chosen band or disco *(to be arranged by the hirer)*.

Capturing Memories Of Your Special Day

In addition to the Stone Hall, Assembly Room and Grand Porch, the pretty garden is ideal for wedding photographs. The Tower Gardens, incorporating the historic Greyfriars Tower, the Grade II Listed park, The Walks and historic quarter of King's Lynn are in close proximity to the venue and provide further opportunities for beautiful photographs.





Making Sure Everything Runs Smoothly

The Booking

To make a booking, please complete the booking form in this pack. To secure your booking, we ask for a minimum deposit of 25%.

The Ceremony

You will need to book a registrar with the Norfolk registration service. Please complete the online form at: celebrateinnorfolk.co.uk

If you have chosen to hold your wedding or civil partnership ceremony at King's Lynn Town Hall, please ensure that you have checked a Registrar will be available to conduct and register your marriage before making final arrangements for your booking.

We are not permitted to conduct any form of religious ceremony.

Our team will be on hand along with two members of staff on the day to support you. We offer you the opportunity to access the venue to prepare ahead of your event. Please indicate on your booking form if you require preparation time, there is a small charge for this.





The End To A Perfect Day

All wedding packages run from 3pm to midnight, where we ask that you arrange carriages to whisk you and your guests away promptly. If you can't bear for your perfect day to come to an end and want to dance the night away past midnight please speak to a member of our team to discuss charges and licences for this service.

Accommodation

There are a range of beautiful hotels and boutique B&Bs for you and your guests to rest your heads at the end of your magical day. For further information please contact the Tourist Information Centre on 01553 774297 or visit visitwestnorfolk.com.





Venue Charges

All prices inclusive of VAT and valid from 1 April 2023 to 31 March 2024.

Stone Hall/Assembly Room

Ceremony only:

Monday - Thursday £488

Friday £626

Saturday & Sunday £765

Ceremony & Reception:

(includes courtesy use of Card Room)

Monday - Thursday £1035

Friday £1461

Saturday & Sunday £1877

Charge per hour:

Monday - Thursday £80

Friday £106

Saturday or Sunday £132

Additional Items Available To Hire

Use of kitchen *(per booking)* £73

Public address system - Price dependant on requirements - contact for information

Additional set-up time *(per hour)** £52

Late charge £251
(applied if you exceed the midnight close)

Corkage charge *(per 750ml bottle)* £4

Hire of Piano - Please ask for details

** Subject to availability on same day as booking. If needed the day before booking, usual day rate applies (minimum 4 hr charge)*



Booking form

We understand that you may not have finalised all aspects of your day, or may need to discuss some details with us, but please complete as much of this form as possible.

Name:

Address:

.....

Postcode: Telephone:

Email address:

Date & time of function: / / Arrival: Departure:

Preparation Time: *Please indicate if/when you would like to access the venue early to set up*

Date: / /

Start time of access: Departure time:

Function Type: Ceremony only Reception only
 Full wedding package (ceremony & reception)

Room Required: *Please indicate (by ticking the box) which room(s) you would like to apply to hire*

Stone Hall Assembly Room Stone Hall & Assembly Room Kitchen

Where did you hear about us?

Agreement

Date of function: / /

I,, apply for permission to use the King's Lynn Town Hall facilities as indicated on the booking form, subject to the charges and conditions of letting in force at the date of the function for which accommodation is hired.

- I enclose a deposit of 25% of the current hiring charge. I will pay the balance of the charge no later than 3 months before the date of the function and acknowledge that failure to do so may result in immediate cancellation of the booking.
- I have read, understood and agree to the terms and conditions of booking (as on Alive West Norfolk website).
- We may like to take pictures of your room set-up and use these in future promotion of the venue, if you are happy for us to do so, please tick this box.

The Council takes the safety of your personal data very seriously and the information you provide will be treated in accordance with Data Protection legislation. We will use your data for the purposes of processing your booking and will not pass your data to a third party, other than KL Events. Your data will be used for this specific purpose and may also be shared between Council departments where there is lawful authority to do so. You can find more information about your rights in respect of your information and how we process it by looking at our Data Protection and Privacy Notices at west-norfolk.gov.uk/privacy.

I understand the personal information collected on this form will be used by the Council to deal with my request and will be retained securely. I understand this information will only be disclosed to other agencies in connection with processing my request.

Print name

Signature Date



King's Lynn Town Hall Bar Booking Form

Your Details

Name

Address

..... Postcode

Telephone..... Mobile

Email

Function Details

Type Of Function..... Function Date

Maximum Number Of Guests..... Bar Opening Time.....

Location Of Function **King's Lynn Town Hall** Bar Closing Time

Venue Type **HALL** Function Finishing Time

Venue Contact Tel: **01553 777775**

Bar Services Required *(Please circle all required)*

Standard Pay Bar	Y/N	Drinks On Arrival	Y/N	Real Ale	Y/N
Free Bar	Y/N	Wine On Tables	Y/N	Drinks Account	Y/N
Glass Hire	Y/N				

Other Service Required *(Please give a brief description of any other requirements. E.g. Table service, Special Drinks etc.)*

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Deposits & Declaration

We take the safety of your personal data very seriously and the information you provide will be treated in accordance with Data Protection legislation. We will use your data for the purposes of processing your booking and will not pass your data to a third party.

I understand the personal information collected on this form will be used by KL Events to deal with my request and will be retained securely. I understand this information will only be disclosed to other agencies in connection with processing my request.

I declare that I have read and agree to the terms and conditions set out by KL Events.

Signed..... Date.....

Print Name.....

Please return this form to: King's Lynn Town Hall, Saturday Market Place, King's Lynn, PE30 5DQ
Tel: 01553 777775 or email to townhall@alivewestnorfolk.co.uk





TERMS & CONDITIONS OF BUSINESS

The Person Signing The Declaration Overleaf Shall Be Known As "The Organiser"

1. Under the UK Licensing Act, the licensee (KL Events) is responsible for the licensed premises during the function, therefore, no alcohol of any kind is to be supplied or brought to the function other than that provided by KL Events. Please inform your guests NOT TO BRING ANY ALCOHOL. It is the responsibility of the organiser to confiscate any alcohol not supplied by KL Events.
2. Payment for any damage or losses caused to any equipment or stock belonging to KL Events by persons attending the function will be paid for by the organiser.
3. If KL Events is unable to fulfil its obligations for whatever reason, KL Events shall not be liable for any compensation.
4. KL Events is responsible for the sale of all intoxicating liquor and that they are bound by the UK Licensing Act.
5. KL Events and their staff have the right to close the bar or refuse service to any person at any time.
6. The organiser will inform all persons attending that ID may be required in order to purchase any alcohol.
7. The organiser will ensure that the maximum number of people attending does not exceed that stated upon booking.
8. The organiser agrees to provide adequate supervision for persons attending the event.
9. Any damage caused at the venue will be the responsibility of the organiser. Damage to any equipment belonging to KL Events will be paid for in full to KL Events by the Organiser.
10. Any outstanding amounts due to KL Events will be the responsibility of the organiser and will be paid in full within 7 days of the date of the function, unless agreed otherwise beforehand.
11. Any penalties incurred due to false information being provided by the organiser will be paid for in full by the organiser. KL Events will not be held responsible for any breach of the Licensing Act 2003 due to the organiser's negligence.
12. KL Events has cover for Public Liability & Employers Liability.
13. Any commissions agreed with the organiser will be paid by KL Events within 28 days of the function.



Planning Your Event

Please complete this form as you finalise your arrangements and return it to us at least 14 days before your event.

Date of function:

Start time of function:

Preparation time:

(When will you arrive to set up?)

Time:

Photographer name:

Florist name:

Delivery times: *(please tell us when to expect your florist, band etc. Please ensure that deliveries are within your preparation/function time.)*

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Your party

Name 1:

Attendant:

Name 2:

Attendant:

Contact Number:

Room booked:

Please indicate (by ticking the box):

Stone Hall Assembly Room

Stone Hall and Assembly Room

No of guests: Day.....

Evening.....

No of guests requiring lift access:.....

Ceremony layout

Position of Registrar's table:

window door

Table cover required:

red white none

Carpet:

yes no

Number of chairs:

Will you be using chair covers?

yes no

Would you like to use the venue's artificial flowers?

red white none

Music: *(Please indicate)* Live

Recorded: CD iPod USB

Reception set-up

Position of top table *(Please discuss this with our team if you are unfamiliar with the venue)*

beneath windows or

adjacent fireplaces

Number of chairs required at toptable:.....

Number of round tables/guest tables:.....

Place settings per table:.....

Cake table required? yes no

Sweet table required? yes no

Gift/card table? yes no

Easel (seating plan): yes no

Caterer

Day.....

Evening.....

Type of evening catering (eg buffet/hogroast):.....

.....

Bar: yes no

DJ/Band name:.....

Any other special instructions:.....

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Please return this form to:

King's Lynn Town Hall, Saturday Market Place,
King's Lynn PE30 5DQ

Email: townhall@alivestnorfolk.co.uk





King's Lynn Town Hall
Saturday Market Place, PE30 5DQ

01553 777775

townhall@alivewestnorfolk.co.uk
kingslynntownhall.co.uk

This venue is owned by the
Borough Council of King's Lynn & West Norfolk
and operated by
Alive West Norfolk

Alive
West Norfolk

Borough Council of
King's Lynn &
West Norfolk

