



COUNCIL HOUSE

EXTERNAL CATERING EVENTS



CIVIC CATERING

BIRMINGHAM
EST. 1947



HIRING COUNCIL HOUSE



BANQUETING SUITE AT THE COUNCIL HOUSE

Saturday and Sunday

Up to 10 hours*	£5000
Additional hourly rate	£500

* 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 350 guests

Banqueting Suite incorporating:

Banqueting Room	150*
Reception Area	50*
Drawing Room	50*

* maximum layout on 6ft round tables (no stage)

WHAT'S INCLUDED IN THE HIRE?

- Dedicated Event Co-ordinator
- Duty Manager to assist your chosen caterer
- Use of Chamberlain Room for bridal party
- Laptop, projector and screen (option for speeches)
- Room hire
- Tables
- Chairs
- Dance floor
- Stage
- PA system
- Wi-Fi
- Crockery
- Cutlery
- Glassware
- Table cloths
- Napkins

Points to consider when hiring the Banqueting Suite at the Council House

- 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/transferrable.
- 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.
- We can offer parking for up to three vehicles for your special day. Unfortunately we do not have any on-site park available for your guests – your dedicated Event Co-ordinator can advise you of the nearest car parks.
- Civic Catering will consider requests for additional caterers to be included on our list of approved caterers. Should you 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 and 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



BOOKING COUNCIL HOUSE



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)
- 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)
- 3 Complete and return contract and Register to Civic Catering within 14 and contact Register Office to make appointment (if applicable)
- 4 Deposit invoice raised and sent (payable within 30 days)
- 5 Deadline for payment of deposit invoice. Once paid, email sent to confirm booking
- 6 Couple to send confirmation from Register Office of ceremony booked to be sent to Civic Catering (if applicable)
- 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
- 8 Liaise with your caterer to discuss the finer details of your special day, pay your caterer direct and continue planning your special day

Timeline once Booking is Confirmed

