



KING'S LYNN
TOWN HALL

G E N E R A L
H I R E







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 event.

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.

01553 777775

townhall@alivewestnorfolk.co.uk



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

Functions for up to 120 guests

The Stone Hall also known as the Trinity Guildhall dates from 1421 and is Grade I listed. The great south window floods the room with light and along with the impressive floor, of Ketton stone, and great oak beams, creates a real sense of occasion. The window contains numerous panes signed by plumbers and glaziers who worked on the window during the 18th and 19th centuries. The hall is decorated with imposing portraits including the first portrait of King George VI and Queen Elizabeth the Queen Mother, presented to the town by Queen Elizabeth II.



The Assembly Room

Functions for up to 180 guests

Completed in 1768 and featuring five stunning chandeliers, the Assembly Room and adjacent Card Room were restored in 1988 with their original 18th century colouring. Portraits include those of famous local figures and royal subjects painted by local artists including King Charles I, Sir Robert Walpole, King George III, King William III, Queen Mary II, Admiral Lord Nelson (born nearby at Burnham Thorpe), Captain George Vancouver and Fanny Burney.

Card Room

The Card Room also features a stunning chandelier and is dominated by the fine Rococo pier glass mirror of around 1750. It is surmounted by a basket of fruit and foliate with ribbon swag decoration. It is made of Scots pine and restoration has revealed the original water gilding.





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 a hearing loop is available for use in the Assembly Room (please let us know if this is required).

We do ask you to let us know how many of your guests will require lift access so that we can make appropriate provision should there be an emergency.*

**For reasons of health and safety it may be necessary to limit the number of people requiring lift access/assisted evacuation.*



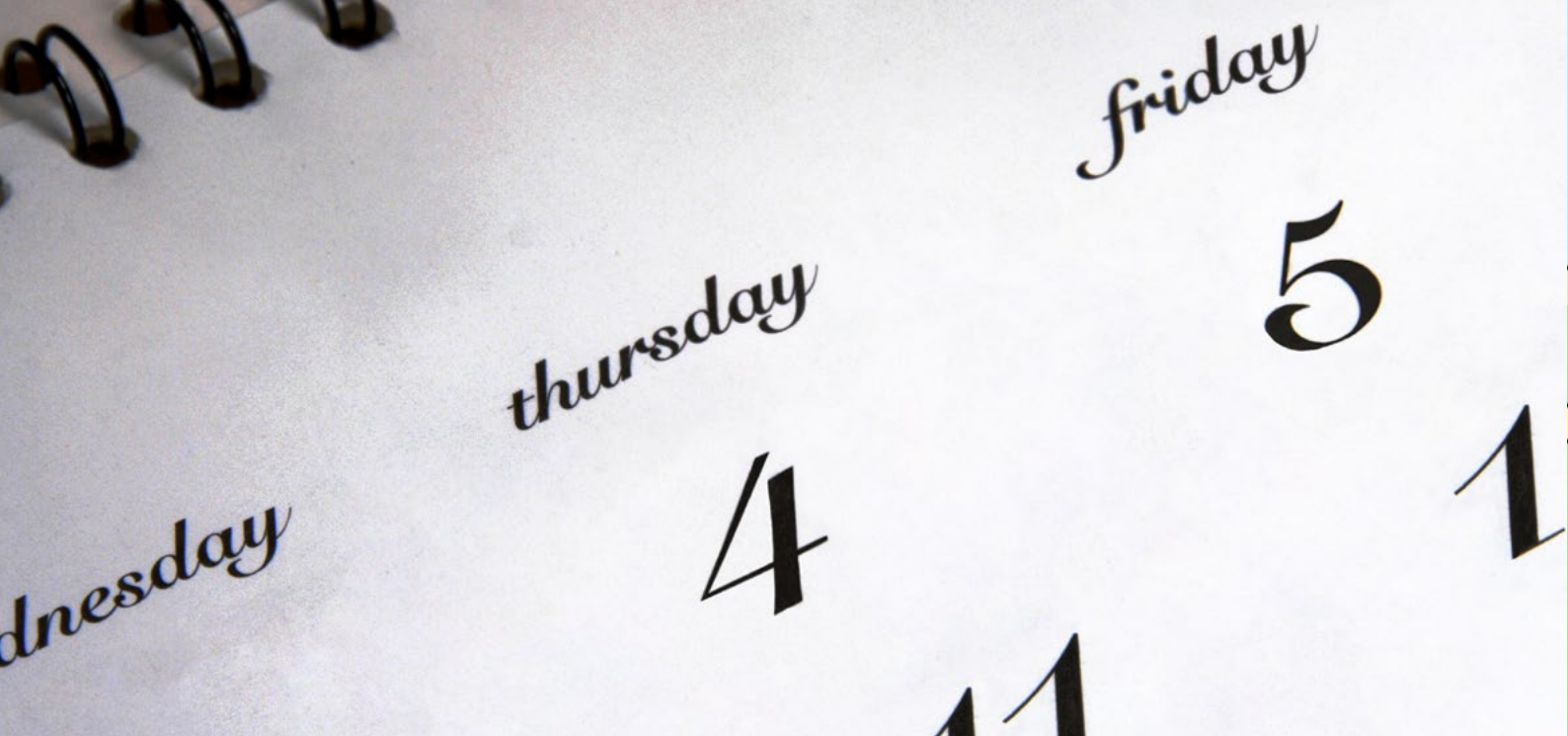
Eating, drinking and entertainment

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

Bar facilities are provided offering a range of beers, wines, spirits, cocktails and soft drinks. Please note that hirers are not permitted to supply any drinks (soft or alcohol) when utilising bar services.

The room hire fee is inclusive of the use of tables and chairs. All tableware, including table cloths, crockery and cutlery should be arranged by your caterer.

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 can be used for dancing. Bands and discos must conclude at midnight.



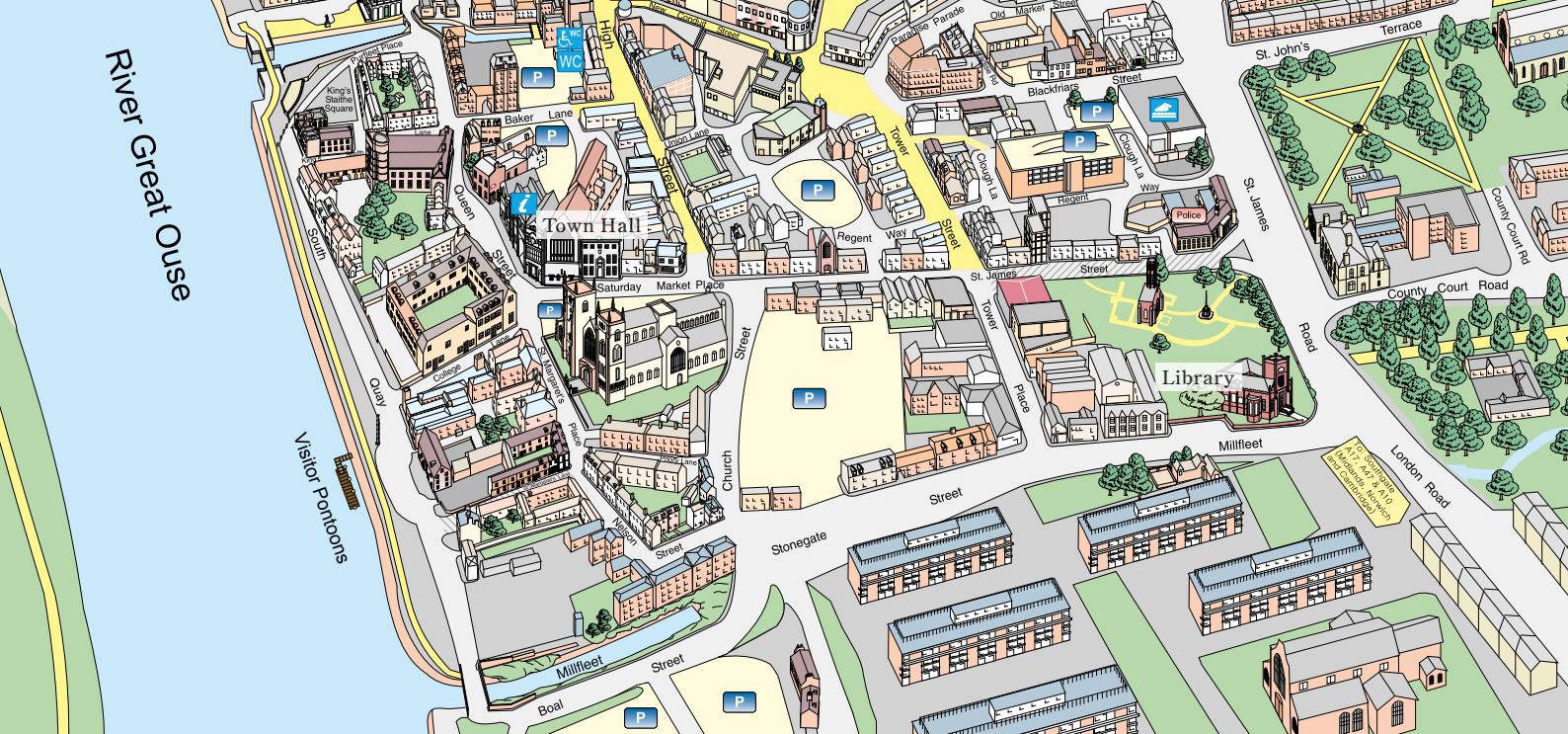
The booking

To make a booking, please complete the booking form within this pack. To secure your booking, we ask for a minimum deposit of 25%. Our team will be available to answer questions throughout the planning of your event. The hire fee includes the provision of two members of staff to support you on the day.

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.

Accommodation

There is a range of hotels close by for your guests. For further information, please contact the Tourist Information Centre on 01553 774297 or visit www.visitwestnorfolk.com.



How to find us

King's Lynn Town Hall stands within the Saturday Market Place. Our postcode is PE30 5DQ.

Rail - King's Lynn Town Hall is a 10-minute walk or short taxi ride from the rail station. Direct trains run hourly (half hourly at peak times) to London King's Cross and there is a connecting service to Peterborough and the Midlands.

By car - These directions assume you arrive at the Hardwick Roundabout, King's Lynn, which is at the junction of the A10 from Cambridge, the A149 to Hunstanton and the A47 Norwich to Peterborough.

On the Hardwick Roundabout, follow signs for King's Lynn town centre. This will take you past Tesco and B&Q. At the next roundabout take the third exit into town through the South Gates, onto London Road. Continue straight along this road, keeping left until you come to a junction with traffic lights - you will see the public library in front of you. At this junction turn left into Millfleet. Continue straight onto Stonegate Street.

At the mini-roundabout, turn left onto Boal Street and follow the road along South Quay until you meet the junction with Queen Street. Turn right onto Queen Street. On your next left, you will find Baker Lane, where pay and display parking is available. If you continue to follow the road, you will arrive at Saturday Market Place. As you reach the market place, you will see King's Lynn Minster on your right and King's Lynn Town Hall on your left. Pay and display car parking is available in Saturday Market Place. There are markets on the Saturday Market Place car park on the second and last Saturdays of the month from April to October.



Venue charges

All prices inclusive of VAT and valid from 1 April 2025 to 31 March 2026.

Stone Hall/Assembly Room

Charge per hour:

Monday - Thursday	£110
Friday	£140
Saturday or Sunday	£170

Card Room

Charge per hour	£95
Saturday/ Sunday surcharge	£155

Meeting Rooms

Charge per hour:

Council Chamber (30)	
Kempe Room (14)	
Tornado Room (10)	
Monday - Friday:	£58
Saturday or Sunday:	£110

Other charges

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

Additional set-up time (*per hour*) * £65

Late charge £300
(*applied if you exceed the midnight close*)

Hire of Piano - Please ask for details

Corkage charge (*per 750ml bottle*) £10
(*only applicable in certain circumstances, 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

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:

Type of function:

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

- | | | | |
|--|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Stone Hall | <input type="checkbox"/> Assembly Room | <input type="checkbox"/> Card Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Council Chamber | <input type="checkbox"/> Kempe Room | <input type="checkbox"/> Tornado Room | |

Equipment required:

- | | | |
|---|------------------------------------|------------------------------|
| <input type="checkbox"/> Projection equipment | <input type="checkbox"/> PA system | <input type="checkbox"/> Bar |
|---|------------------------------------|------------------------------|

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 Number of Guests (max 180)

Bar Opening Time Function Finishing Time

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.



King's Lynn Town Hall Event Schedule

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

Date of Event:

Times of Event:

Set up: Event: Breakdown:

Name of Event:

Type of Event:

Room(s) Required:

- Stone Hall Assembly Room Card Room Kitchen
- Council Chamber Kempe Room Tornado Room

Contact Name:

Contact Tel No:

Contact Email:

Address:

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Number of Guests:

Number of Guests requiring lift:

Room layout:

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Number of chairs: Number of Tables:

Equipment Required: PA System Projection Equipment Bar

Refreshments Required: Tea/Coffees: Quantity:

(charged per head) Biscuits: Quantity:

Caterer (if applicable):

Any Other Special Instructions:

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Completed form to be returned to townhall@alivewestnorfolk.co.uk or by post to Town Hall, Saturday Market Place, King's Lynn, Norfolk PE30 5DQ

King's Lynn Town Hall
Saturday Market Place
PE30 5DQ
01553 777775
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kingslynntownhall.co.uk

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

