



Campbeltown Town Hall
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Wedding Packages

Campbeltown Town Hall has been at the heart of the Campbeltown community since 1760. Throughout that 250 years it has been variously used as a courtroom, a prison, council chambers, registrar's office, polling station, election hall, dance hall, concert venue and exhibition space etc.

South Kintyre Development Trust is a charitable organisation led by volunteers. It purchased the building on behalf of the local community and reopened it as a multipurpose facility in 2016.

Whether you need a venue for your ceremony, meal, evening reception or a combination of all we offer a range of packages tailored to suit your requirements.

Ceremony £300 - £500

Option 1: Exclusive hire of the Chambers Room, 1 day hire period (9am to 12.30am)
Banqueting chairs theatre style (seats 40 – 50 people) **£300**

Option 2: Exclusive hire of the Main Hall, 1 full day hire period (9am to 12.30am)
Banqueting chairs theatre style (seats up to 230 people) **£500**

Meal and Evening Reception £1200

Exclusive hire of the venue including chambers, 2 day hire period (usually 12 noon Friday to 12 noon Sunday)
Banqueting chairs and choice of circular or rectangular tables (seats 120-150 depending on choice of tables and layout).

Chambers room can be used as additional dressing, bar or catering space (depending on your requirements- these should be agreed in advance with Town Hall staff and caterers etc.).

Ceremony, Meal and Evening Reception £1500

Exclusive hire of the venue including chambers, 2 day hire period (usually 12 noon Friday to 12 noon Sunday)

Banqueting chairs and choice of circular or rectangular tables (seats 120-150 depending on choice of tables and layout). Evening Reception 180 guests maximum.

Chambers room can be used as additional dressing, bar or catering space (depending on your requirements- these should be agreed in advance with Town Hall staff and caterers etc.)

NB. You may wish to vacate the hall between the ceremony and meal to allow caterers to set up, you should organise this in advance with a local hotel or venue.

Additional Information

The |Town Hall is fully licensed for civil and humanist ceremonies. We have a PA system and mood lighting system, semi commercial kitchen and cloakroom in main hall. At the moment we are unable to provide bar or catering services, however this may change in the future.

The layout of our building ensures easy access for visitors with disabilities. E.g. ramp, lift, disabled toilets.

Terms of hire - agreement

Please note that you are hiring the venue ONLY and must provide items not included in terms of hire eg. Venue dressing, Catering, Bar, Band/Disco, etc You should also read the full Terms & Conditions before committing to a hire.

Licensed events

There will be a fee of £150+VAT for the operation of a bar at Campbeltown Town Hall. This will normally be charged to the licensee; however cost can be invoiced to the hirer on request.

Staffing

A duty manager will be on premises to oversee the smooth-running of the event. Any additional staff that may be required i.e door staff / sound lighting engineer will be charged at £24/hour.

Payment Terms	
Non-refundable deposit (retainer):	50% of total hire cost is due to secure and guarantee your date. Payment is due within 14 days of invoice.
Balance of hire:	Outstanding hire cost will be invoiced and must be paid 14 days prior to event. Failure to do so may result in cancellation and loss of retainer.
Security deposit:*	A security deposit of £350 is required to cover any damage, theft or breakages incurred to the fabric or contents of the Town Hall by you or your guests during the time of hire. This will be invoiced and is payable on arrival by cash or card. Upon satisfactory inspection of the premises, this will be refunded within seven working days of event.

*Prior to and after any hire, a representative of the TRUST and the HIRER will inspect the hired area and take note of any damage.

In the event that a HIRER has to cancel a confirmed booking, the appropriate cancellation fees will apply as follows:

Cancellation Policy	
Prior to 4 weeks' notice:	Initial deposits are non-refundable
4 weeks' notice or less:	100% of hire cost due*

All cancellations should be submitted in writing to the Town Hall by email or post.