

GUILDHALL

WEDDINGS

Portsmouth Guildhall

# Asian Weddings



**Congratulations on your wedding and thank you for considering the Portsmouth Guildhall as your venue choice.**

A popular venue for Asian weddings, the Portsmouth Guildhall is a stunning backdrop for your special day.

Conveniently located in the centre of the city with a wide selection of hotels close by, making it the perfect venue for your wedding.

### **Your Wedding Package:**

Venue hire of the North Foyer & Main Auditorium  
from 8.00am – 8:00pm

The use of our kitchen for the serving of food by a professional catering company (T&Cs apply)

Stunning Bronze Door entrance for Bride & Groom

Banqueting tables and chairs

Duty manager

Basic stage lighting with stage technician

Three members of security

*Additional rooms are available at a surcharge*

**Package Pricing**

Main Auditorium - £6,000

**Additional Room Hire**

Square Kitchen - £750

1<sup>st</sup> Floor Seated Meal- £2,500

All prices include VAT

The first floor can only be booked as additional seating to the Main Auditorium and not as the main reception space

Room	Capacity
<b>Ground Floor</b>	<b>590</b>
Main Auditorium – no aisle	500
Main Auditorium – with an aisle	450
Main Auditorium – with space for a dance floor	380
Square Kitchen	90
<b>1<sup>st</sup> Floor – Seated Meal</b>	<b>160</b>
Zodiac	80
Freda Swain Lounge	80

## FAQs

You will provide all table linens, cutlery, crockery and glassware. All staffing for catering to be supplied by the external catering company.

The use of the kitchen is included in your package for the serving of food only. No raw preparation is permitted. Your catering team will be required to provide documentation (confirmed in the contract) along with a signed caterer contract (supplied by the venue) ahead of the big day.

For events where alcohol is present there will be a corkage charge of £1,000.

Please note that use of our bars and pumps are not permitted when bringing your own alcohol into the venue.

Three security operatives are included in the package. This number is a minimum requirement and subject to change based on the final numbers confirmed for your wedding.

Additional security charges will apply for numbers over 500 or when alcohol is present. Additional security is charged at £200 per operative.

We require £1,000 deposit to confirm your booking along with a signed booking agreement.

Full payment will be required at least 1 month before the event or as agreed at time of booking.

A further refundable bond of £1,000 is required to ensure that our venue is cleaned after the event.