



Aston Hall

Venue hire



Aston Hall

Venue hire

Aston Hall is a Grade I listed Jacobean mansion with adjoining Stables Range residing in the heart of Aston. Surrounded by idyllic landscaping, the Hall and Stables sit within historic Aston Park. With ample onsite parking and just off junction 6 of the M6, Aston Hall is an ideal location for your event.

The site can be hired for a variety of functions including:

Civil Ceremonies, Photoshoots, Corporate Events, Drinks Receptions, Guided Tours, Breakfast Meetings, Location Filming, Meetings and Away Days.

The Great Hall with its magnificent fireplace can seat up to 80 guests for civil ceremonies. The hire includes a private meeting room for signing the register.

The elegant Stables Range Café and Courtyard is an ideal venue for corporate events, receptions and away days.





IF THOU WILT BE BLESSED TO THINE
THOU MUST THOUSE THINE
BOTH WISE AND WISDOM AND THE
CONVENT TO MEAL AND BE
IF LOVE OF VIRTUE HAS ALLURE
OF LIFE OR STURDY GAIN
IF FEARE OF GOD HAS THE POWER
TO MAKE US NOT DESIRE



Photographs can be taken within the grounds including the serene Lady Holte's Garden, which offers an array of seasonal colours and views for that perfect picture.

To ensure your event is tailored to your specific needs, hire charges are available on application.



All the staff were excellent and the feedback from our customers has been nothing but complimentary

Corporate client



I would have no hesitation in recommending this stunning venue and excellent team to any couple thinking of getting married here

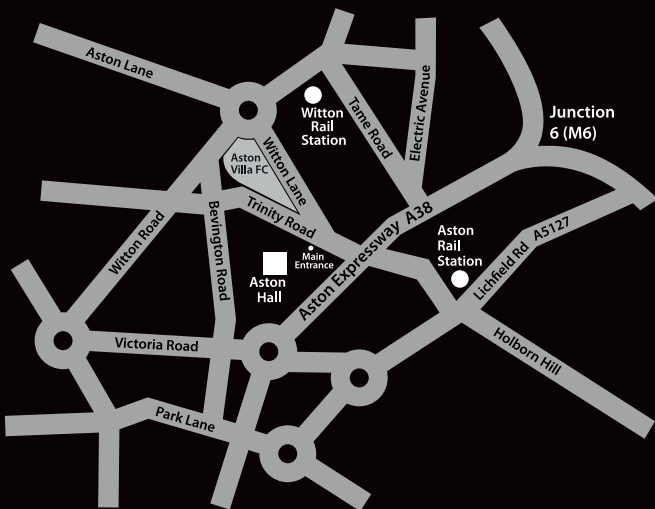




Aston Hall
 Trinity Road
 Aston
 Birmingham
 B6 6JD

Telephone: 0121 675 4722
 Fax No: 0121 675 4740
 Email: aston_hall@birmingham.gov.uk
www.bmag.org.uk

Supported by Birmingham City Council
 Picture on right: www.adamhale.co.uk



ASTON HALL

Hire Charges & Facilities

The services and facilities below are available for hire either individually or collectively to suit the style and format of your event. Hire charges are for room only and do not include catering, staffing and refreshments or set-up charges. Please note that prices are reviewed annually and may be subject to price a increase in April of each year.

Rooms & Capacity	Summer Season	Winter Season	Out of hours
Great Hall (Civil Ceremony/other Corporate) 80 Theatre Style (3 hour hire)	£1500.00 ⁽¹⁾ 8.45am – 11.45am only	£1500.00 ⁽¹⁾ 3 hours between 11am – 3pm	Please ask for further information
Meeting Room 12 Boardroom 20 Theatre Style	Half day: £92.00 Full day: £185.00	Half day: £92.00 Full day: £185.00	Please ask for further information
Education Suite 20 Boardroom 30 Theatre Style	Half day £150.00 ⁽²⁾ Full day £300.00	Half day £150.00 ⁽²⁾ Full day £300.00	Please ask for further information
Café 30 Boardroom 50 Theatre Style	Not Available	Half day £175.00 Full day £350.00	Please ask for further information
Community Room 8 Boardroom 15 Theatre Style	Please call for further information due to events	Half day: £100.00 Full day: £200.00	Please ask for further information
North Courtyard	Not Available during day – evening hire possible	Available – price subject to event type	Please ask for further information

(1) To secure your date £150 must be paid (this is non refundable but will be deducted from your hire fee)
(2) The Education Suite is only available during half term and summer holidays

Summer Season refers to Good Friday to the Monday after the end of October half term

Winter Season refers to end of October half term to Easter of following year

Half day refers to either 9.30am – 12.30pm or 1.30pm to 4.30pm

Full day refers to 9.30am – 4.30pm

The North Courtyard has a daily rate for hire of the grounds (please note that a marquee is required and all other extras would need to be accounted for above this cost as well as staffing and security. There are further restrictions regarding access, please telephone for further information).

TERMS AND CONDITIONS OF HIRE

1. The contract is made between:
Aston Hall and the Organiser as per the booking form.
2. The Organiser, who shall be at least 18 years of age, shall be responsible for paying the total charges and for ensuring that these terms and conditions are duly observed.
3. The Organiser shall pay in full the Room Hire fee for all functions taking place. Failure to settle the invoice three months before the event will result in the function being cancelled.
4. If cancellation is made any time after the booking has been confirmed the Room Hire costs are strictly non-refundable or transferable to another date.
5. Under no circumstances may the Organiser sub-let any of the accommodation booked.
6. All arrangements for setting up (including any equipment or personnel) must be firstly agreed with Aston Hall staff prior to the event. Access to install any displays or equipment must be agreed with Aston Hall staff prior to the confirmation of the event. Please note that portage is not included in the hire. The Organiser must make their own arrangements for moving heavy equipment etc.
7. Equipment may not be stored overnight within the Museum without permission. The Museum cannot accept responsibility for goods and equipment stored overnight in the Museum.
8. The Museum does not allow the use of candles or naked flames by the hirer.
9. The Museum does not allow the use of helium balloons, "party poppers", strobe lights, confetti, smoke machines etc.
10. The Museum's collections are of paramount importance as is the listed building in which they are housed. Catering is restricted depending on the location of the event.
11. It is the responsibility of the Organiser to ensure that no person:
 - a) Marks, soils, damages, or fixes anything to the structure or contents of the Museum.
 - b) Photographs any of the paintings/ exhibitions without prior permission.
12. The Organiser is expected to comply with the Health & Safety at Work Act in respect of the operation of any equipment which is brought into the Museum. All electrical equipment to be used by the Organiser which is 12 months old must be PAT tested by a qualified electrician. A risk assessment and method statement must also be supplied (please see enclosed format).
13. The Organiser is responsible for the conduct of its guests and sub-contractors and shall indemnify the Museum in respect of any loss or damage to the Museum property and any items belonging to the hirers or their guests.
14. The Organiser must comply with instructions from authorised Museum staff on duty and, while functions are in progress from any member of attendant staff. The authorised Museum staff will assume full control and responsibility for procedures, including where appropriate evacuation procedures in the event of his or her perception that any security or safety matter, including the behaviour of those attending events warrants such control and the implementation of procedure.
15. All catering and refreshments will need to be supplied in discussion with Aston Hall staff – use of external caterers will require a certification document to show that caterers hired are a registered body. No red wine.
16. Once your event is confirmed, a separate document is supplied alongside this contract with specific terms & conditions in accordance with your event. The document provided outlines all other necessities which need to be adhered to as part of your event hire.
17. Data Protection Act 1998. The information provided by you on the booking form is required for administrative purposes. If you do not wish to be contacted about future corporate hire at Aston Hall please tick the box
18. There will be additional charges if the hirer goes beyond the original hire times
19. Set up must be within the hired times agreed
20. One photographer and/or video persons permitted per wedding, no tracking equipment to be used for filming, hand held only

SMOKING IS NOT ALLOWED WITHIN ANY PART OF ASTON HALL & THE IMMEDIATE GROUNDS

ASTON HALL

Wedding Booking Form

Please complete and return to:

Aston Hall Trinity Road
Aston Birmingham B6 6JD

Telephone: 0121 675 4722
Fax No: 0121 675 4740
Email: aston_hall@birmingham.gov.uk

CLIENT DETAILS: Please use block capitals and complete all sections

Name:		
Address:		
Telephone Number:		
Email:		
Payment method Credit/Debit cards or Cheques	Civil Ceremony	£
	Set up time	£
	Drinks Reception (corkage charge applies if own drinks supplied)	£
	Any other costs	£

WEDDING DETAILS:

Date:	
Birmingham Registrar Booked:	
Start Time:	
End Time:	
Number of Guests:	

Rooms Required: (Tick as appropriate)	Great Hall	
	Cafe	
	Meeting Room	
	Other (Please specify)	

Type of Event: (Tick as appropriate)	Wedding (Civil Ceremony - Great Hall)	
	Drinks Reception (Cafe)	
	Meeting (Meeting Room)	
	Wedding Photography (£180) for one hour only Maximum party of 12	
	Wedding External Photography (£50.00) for one hour only	
	North Courtyard	

There are 3 areas within Aston Hall that can be used for wedding photography; these areas are the Great Hall, Great Stairs and Long Gallery. A maximum of 12 members of the family can be photographed on the Great Stairs and Long Gallery including the Bride & Groom (please note if you wish to take photographs in these areas as part of a civil ceremony booking, these must be completed within the 3 hours the venue is booked for, additional charges will be applied if you extend over the hire time). An initial deposit of £150 (non refundable) is required to secure your date. This amount is taken off the overall hire charge.

Please note that under no circumstances are stiletto heels/thin heels allowed onsite for any event. It is the responsibility of the hirer to inform all guests of this e.g. on wedding/event invitations – Museum staff will refuse access to those who choose to ignore this for reasons of health and safety and due to protecting the historic fabric of the house.

I hereby confirm my booking and agree to abide by all the terms and conditions. In addition, I understand that payment for the full value of the hire is non refundable and must be paid 3 months prior to the hire of Aston Hall.

Signed

Date

Print Name

ASTON HALL

Events Booking Form

Please complete and return to:

Aston Hall Trinity Road
Aston Birmingham B6 6JD

Telephone: 0121 675 4722
Fax No: 0121 675 4740
Email: aston_hall@birmingham.gov.uk

CLIENT DETAILS: Please use block capitals and complete all sections

Company Name:			
Name:			
Position:			
Address:			
Telephone Number:			
Email:			
Invoice Address: (if different from above)			
Purchase Order Number:			
BCC Budget Code: (for BCC use only)			

FUNCTION DETAILS:

Event Date:			
Event Title: (if appropriate)			
Start Time:			
End Time:			
Fax Number:			
Number of Guests:			

Rooms Required: (Tick as appropriate)	Great Hall	
	Cafe	
	Meeting Room	
	Community Room	
	Education Room	
	Other (Please specify)	

Aston Hall Shop	The museum shop can be opened for your event offering a 10% discount to your guests	
	Please tick if you require the shop to be open	

Type of Event: (Tick as appropriate)	Filming	
	Corporate Hire (Great Hall)	
	Drinks Reception (Great Hall)	
	Meeting (Meeting Room)	
	Meeting (Community Room)	
	Meeting (Education Room)	
	Photoshoot	
	Meeting/Drinks Reception (Café)	
	North Courtyard	
	Other (Please specify)	

I hereby confirm my booking and agree to abide by the terms and conditions stated. In addition, I authorise the issue of an invoice for the full value of the room hire as a non refundable deposit for the event.

Guided tours can be accommodated where possible for evening bookings – please call for prices.
Minimum per evening group booking is 25. Please ask for further information and details on availability.

Please note that under no circumstances are stiletto heels/thin heels allowed onsite for any event. It is the responsibility of the hirer to inform all guests of this e.g. on wedding/event invitations – Museum staff will refuse access to those who choose to ignore this.

Signed

Date

Print Name

USE OF ASTON HALL FOR FILMING/PHOTOGRAPHIC PURPOSES

Definition of terms used below

Site/premises:

Date:

Film/Photographic company:

Terms and Conditions

1. No food, drink, coloured water, food props, paint, stiletto heels allowed on premises, except in areas specified/agreed by staff.
2. No smoking, fires or candles are permitted, except by prior agreement with the Curator.
3. No gas bottles, pyrotechnics or combustible material may be brought on to site. No hot working will be permitted.
4. All styling, hair/makeup/dressing is to be carried out in the designated area allocated for this. All electrical equipment is your responsibility. Any damage caused by leaving equipment on will be charged for.
5. Electrical equipment must be under 110v and plugged into circuit breakers.
6. Filming/photographic companies must provide certification/proof of the fitness for use of all electrical equipment to be used on site.
7. All equipment must not scratch any fabric of the building, any sharp equipment must be padded and great care taken when moving around the site.
8. Lighting must be kept away from tapestries and textiles and works on paper.
9. School parties booked for lessons at Aston Hall take priority over filming/photoshoots. Filming/photography or setting up must cease for the time the school teacher is using a room. The school teacher has the authority to request film/photography personnel to stop and or leave the room for a short time to allow teaching to continue without interruption.
10. Filming/photographic personnel must assume that every item of furniture in the house is historic unless told otherwise.
11. All equipment, cables, props, costume and filming/photographic personnel must be kept off the historic furniture and fabric of the house. If this happens Aston Hall staff will either ask for the items to be removed or remove them themselves – even during a take.
12. A member of the Aston Hall staff will remain with the filming/photography crew throughout the duration of the stay. They have the right to call a stop to filming if any of the above conditions are not adhered to.

13. Aston Hall staff reserve the right to request the removal of any filming/photographic personnel from the premises if their behaviour is detrimental to the safety and security of the staff, contents and fabric of the Museum.
14. Filming companies/Photographic companies are responsible for the security of their equipment and vehicles. Overnight stays (leaving equipment and vehicles in the park) are only permitted if 24 hour security is arranged by the film company.
15. Aston Hall staff reserve the right to introduce further terms and conditions at anytime during the use of the site by filming/photographic companies.
16. Filming/Photographic fees and rights are by negotiation with Marketing and PR and Aston Hall Staff and the film/photographic company.
17. Filming/Photographic permission maybe refused or withdrawn if the filming/photography is believed to be detrimental or inappropriate to the image and reputation of the Hall and or the organisation, Birmingham City Council.
18. Filming/photography of a different subject matter to that agreed is subject to a renegotiation.
19. All interviews with members of staff are by arrangement with Marketing and PR and the Management of Aston Hall.
20. There is no vehicle access on the gravelled area in front of the Hall at anytime.
21. External doors must not be left open at anytime, if you or your crew require to leave at any point, you must contact a member of Aston Hall staff.
22. It is the hirers responsibility to brief all attendees to site about the above terms and conditions.

**Required credit on all material produced (verbal/on screen/written):
Aston Hall – supported by Birmingham City Council**

Signed Date

Print Name