



Hiring rooms and customer service desks at the Guildhall

The following areas are available for hire:

- customer service desks (on the ground floor) for £15 per day or £7.50 for half a day
- the foyer and reception area
- the upstairs meeting room (seating c. 12 people)

The standard hire rates for the foyer and reception area and the meeting room are: £50 for a full day (8 hours), £30 for half a day (4 hours) and/or £10 per hour.

The principal times for hiring the foyer and reception area are evenings and weekends but part of the area can be booked for weekdays @ £25 for a full day and £15 for half a day.

The contact details for each area as follows:

To book the customer service desk and evening/weekend use of meeting room:

Support Staffordshire
Bank House, 20 St Edward Street, Leek, Staffordshire ST13 5DS
Tel: 01538 381356
Email: jill.norman@supportstaffordshire.org.uk

To book the foyer and reception area:

Friends of the Guildhall
The Guildhall, High Street, Newcastle-under-Lyme ST5 1PW
Tel: 07885 381362
Email: fotguildhall@gmail.com

To book daytime use of meeting room:

Newcastle-under-Lyme Business Improvement District
The Guildhall, High Street, Newcastle-under-Lyme ST5 1PW
Tel: 01782 922712
Email: Kathryn.Quinn@nulbid.co.uk