



## Town Hall

High Street, Lewes, East Sussex BN7 2QS

01273 471469

[townhall@lewes-tc.gov.uk](mailto:townhall@lewes-tc.gov.uk)

[www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

Opening hours and office hours vary so please call ahead to view

## Facilities, Fees & Charges 2024 to 2025

The Town Hall provides several rooms of varying sizes, a perfect space for markets and craft fairs, plays and concerts, weddings, exhibitions, meetings, social events, recreational activities, education/training, workshops and seminars. The space can be used by all members of the community from pre-school groups through to social activities for the elderly or hired by the public, private and voluntary sector. Several rooms have access to a kitchen area that can service a variety of events within the building, and a bar is available in the Corn Exchange.

### Yarrow Room

The Yarrow Room is situated off the Town Hall foyer and level access is gained via the main entrance of the Town Hall. The room is very light in appearance, making it ideal for small meetings or lectures. Maximum numbers seated are 20 boardroom style, or 30 seated in a lecture arrangement.

### Lecture Room

Accessed via the side entrance on Fisher Street by stairs or lift, the Lecture Room has a small kitchen adjacent to the room, meaning it is suitable for conferences, lectures and meetings. Maximum numbers are 80 seated lecture style, but the room is also very popular with bridge clubs and fitness groups in smaller capacities.

### Corn Exchange

Built to look like a Victorian railway station, the former Corn Exchange is a perfect space for exhibitions, meetings, social events and recreational activities, education and training seminars, workshops, fairs and markets. There is a large kitchen accessible from the back entrance of the room, as well as a separate bar area. Maximum capacity is 200 for a dinner dance arrangement, 350 standing or 340 in close seating

### Assembly Room

Situated with level access via the Fisher Street entrance of the Town Hall, the Assembly Room is mock-Georgian in appearance, which provides a first-class setting for functions of all types. The room is often used for concerts, shows, dinners and dances as well as wedding receptions and other functions. Maximum capacity is 200 for a dinner dance arrangement, 350 standing or 340 in close seating.

### Town Hall Foyer and Baxter Corridor

Entry is via the main entrance to the Town Hall from Lewes High Street and provides a perfect space for small exhibitions due to constant public footfall. The Baxter Corridor is accessed by climbing the spectacular Jacobean staircase and houses the largest collection of Baxter prints in the world, also suitable for exhibitions.



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### Chamber

The Council Chamber, with its oak-paneled walls, provides a handsome setting for meetings, lectures and small gatherings. The room can accommodate a maximum capacity of 80 when seated in a theatre style. Access is from the High Street entrance of the Town Hall with the Council Chamber located on the first floor. Disabled access is also available via the lift located by the Fisher Street entrance of the building.

	Schedule (minimum one hour)	Council Chamber	Lecture Room	Yarrow Room
<b>Hourly Rates</b>	Mon to Sun 8.00 – 15.00	£20.00	£20.00	£15.00
	Mon to Sun 15.00 – 23.00	£30.00	£25.00	£20.00

	Schedule (minimum one hour)	Assembly Room	Corn Exchange
<b>Hourly Rates</b>	Mon to Fri 8.00 – 15.00	£45.00	£35.00
	Mon to Thurs 15.00 – 23.00	£55.00	£45.00
	Sat 8.00 – 15.00	£65.00	£55.00
	Fri and Sat 15.00 – 23.00	£65.00	£55.00
	Sunday 8.00 – 23.00	£55.00	£45.00
<b>Day Rates</b>	Mon to Thurs	£495.00	£395.00
	Fri	£545.00	£445.00
	Sat	£650.00	£550.00
	Sun	£545.00	£450.00
<b>Weekly Rates</b>		£2,655	£2,160
<b>Combined Weekly Rate</b>		£4,500	

Community interest groups as well as charities will receive a 25% discount subject to approval from the venue manager.

Hire fees are subject to annual inflationary increase each April.



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#### Other Fees:

Use of Bar for Sale of Alcohol, per day	£60.00
Public performance of live or recorded copy-written material (PRS & PPL Licenses)	Price on application
Stage, per unit per event	£12.00
Stage, whole stage per event	£200.00
Foyer, addon the Council Chamber or Yarrow Room per hour	£20.00
Foyer, standalone per hour	£50.00
Large Kitchen, addon to Assembly Room or Corn Exchange per hour	£15.00
Large Kitchen, standalone per hour	£20.00
Baxter's Corridor (to Assembly Room) permission will be given for use for civic or other appropriate functions	£15.00