

Chelmsford City Venues for Hire



www.chelmsfordcityvenues.co.uk



Chelmsford
City Venues

Council Chamber

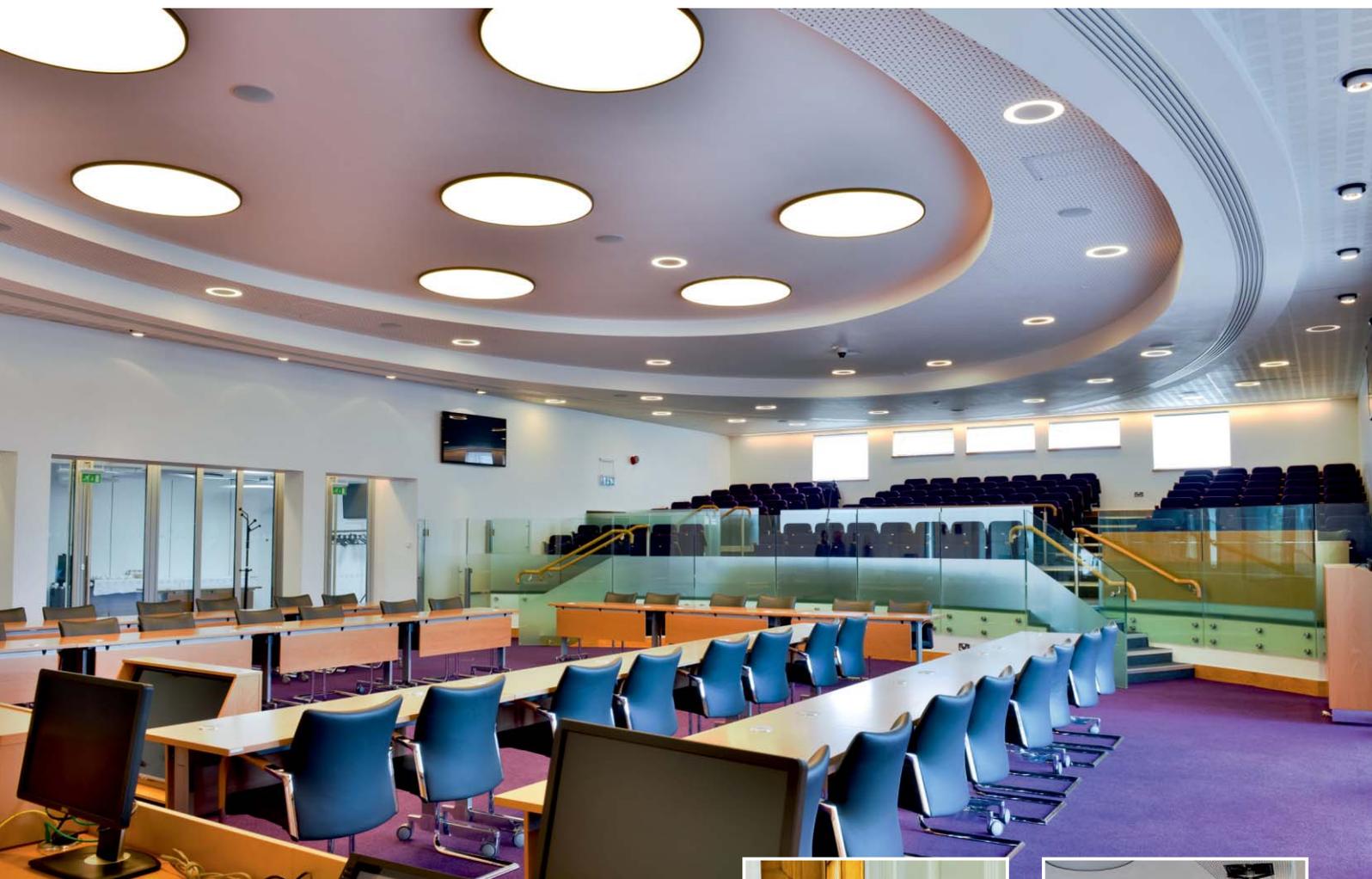


- Our newly refurbished Council Chamber offers a modern AV suite for meetings and conferences. This allows you to run presentations from key desk positions, as well as from a centrally situated lectern
- This large room caters for up to 200 people and provides a modern, flexible and contemporary layout with comprehensive audio-visual facilities
- Can be set out in a variety of layouts. Please let us know your requirements and we will do our best to accommodate your needs



Chamber Foyer

Council Chamber



"Personally and professionally, I was hugely grateful for the support offered by the Facilities and IT teams...The result on the day was exceptional... We are all delighted that Chelmsford has such an excellent venue available for important public meetings, and that your teams are so helpful, professional and skilled at what you do."

Jan Klimkowski - Press & PR Officer



Civic Foyer space offered for extra flexibility



Council Chamber in use

Room	Capacity
Council Chamber	200
(Flexible seating 80. Auditorium seating 124)	



Our Civic Centre meeting rooms



Crompton Room



Christy Room

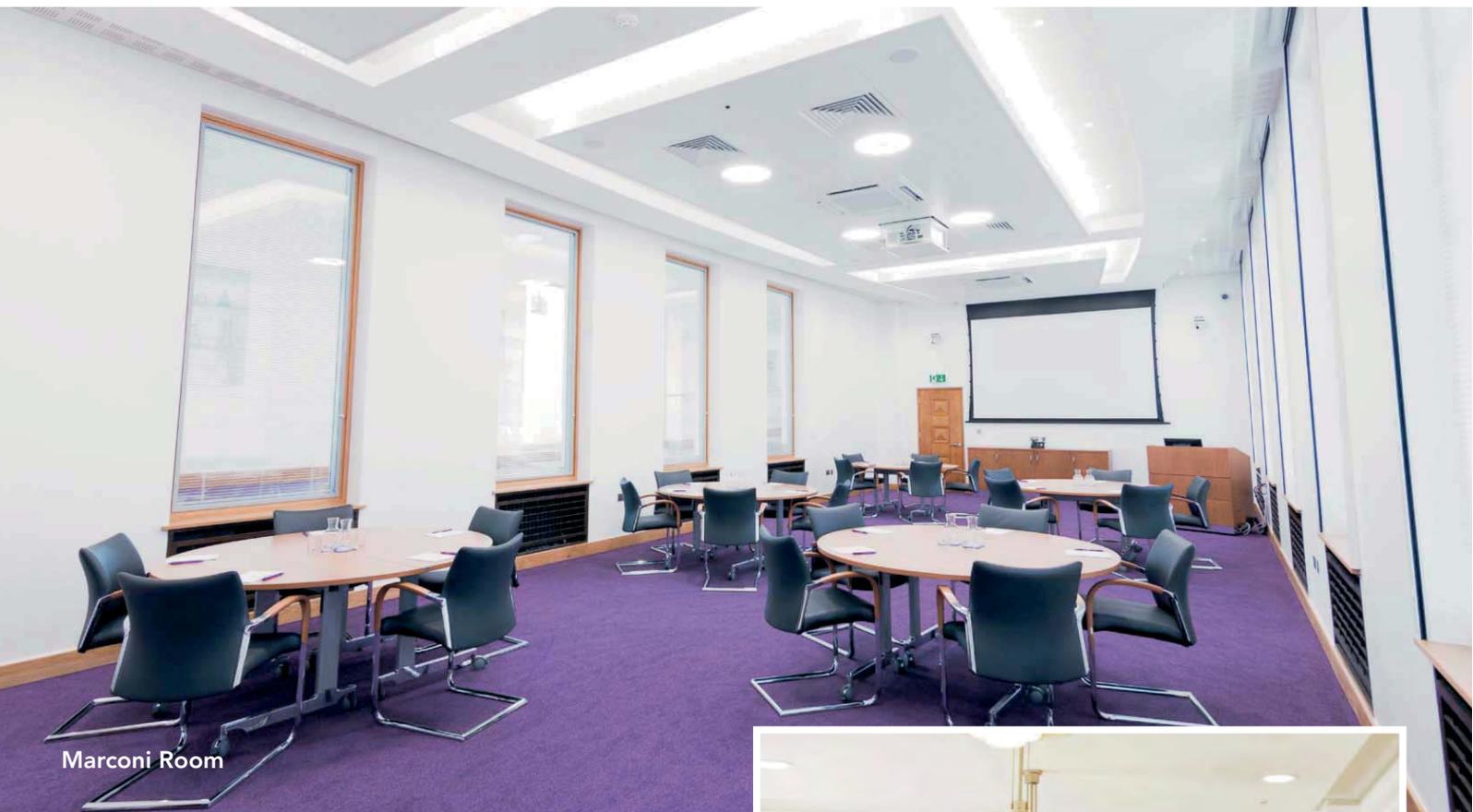
"We thought the event went brilliantly. The venue was in a great location and the staff were a great help to us prior to the event and on the day. We hope to work with you again next year. Thank you to the team for all your hard work."

Steven Hanbury - Director

The below table gives approximate maximum capacities per room. A variety of room formats are available. To discuss your individual requirements, please contact the Corporate Sales Team on 01245 606348 or email venuehire@chelmsford.gov.uk

Room	Maximum capacity
Marconi Room	60
Crompton Room	30
Christy Room	10
Civic Foyer	Both foyers are available alongside other rooms as meet-and-greet or breakout areas
Council Chamber Foyer	

Our Civic Centre meeting rooms



- The Marconi, Christy and Crompton Rooms are ideal for your meetings, training sessions and networking events
- Modern meeting rooms with flexible layouts, catering options and state-of-the-art projection and sound equipment
- All located within a three-minute walk from the railway and bus stations



Hylands House



- Set in over 500 acres of glorious parkland and gardens and with easy reach of the A12 and M25, Hylands is the perfect venue for a magnificent event. There is a choice of settings offering flexibility and style for every occasion, however small or grand; from conferences through to off-site meetings and team building
- Choose from the contemporary Grand Pavilion offering timeless glamour or one of our meticulously restored period rooms; offering versatility in size and layout
- Can cater for a variety of corporate functions such as early morning breakfast meetings, short duration bookings and evening hospitality events; or for larger events you may wish to hire exclusive use of the ground floor, entire house or the Grand Pavilion
- Whatever the occasion, we hope you will be inspired and impressed with Hylands Estate and the fabulous hospitality we offer for up to 300 guests. Hylands' new Grand Pavilion venue offers the latest in style and sophistication. Accommodating up to 300 delegates, the Grand Pavilion creates an impressive space for any function



Hylands House

The Grand Pavilion



“On behalf of Mid Essex Hospital Services NHS Trust, I wish to extend our thanks following our staff awards at Hylands Grand Pavilion. The venue proved very successful for the event. It was an impressive and versatile facility and we do hope we can work with you again.”

Paul Forden – Chief Executive Officer



Room	Capacity	Capacity				
		Boardroom	Cabaret	Café tables of:		Dinner tables of 10
				5	10	
Banqueting Room	100	40	50	65	70	80
Small Dining Room	40	16	20	25	20	30
Terrace Room	-	-	-	60	70	70
Drawing Room	80	24	30	40	30	-
Library	80	20	30	40	30	-
Repton Room	30	16	-	25	-	-
Hanbury Suite	-	12	-	-	-	-
Grand Pavilion	300	-	200	-	250	250

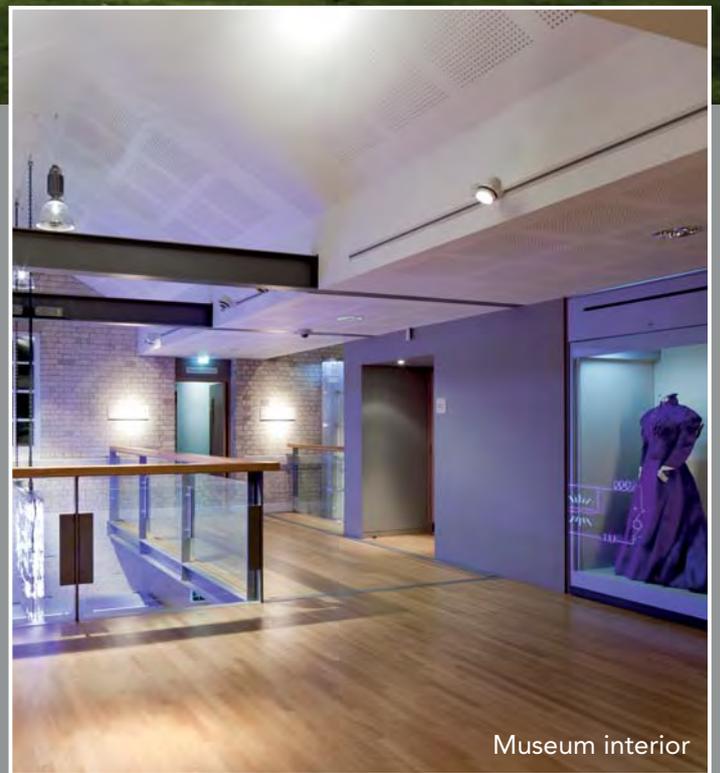


Chelmsford Museum



- The Museum's modern facilities are located in the stately setting of Oaklands Park
- Team of in-house technicians available to make sure your event runs without a hitch

Room	Capacity
Wells Room	30
Pertwee Room	30
Wells Pertwee Suite	60 seated



Museum interior

The Civic and Cramphorn Theatres



Civic Theatre

- With foyer space and bar areas, Chelmsford theatres offer the perfect range of venues for seminars, training, exhibition, presentations and performance
- All are easily accessible, within a three minute walk from the rail and bus stations
- Catering to suit your requirements and budget can be arranged with our in-house catering team



Room	Capacity	
	Tiered	Flexible
Civic Theatre	505	-
Cramphorn Theatre	145	-
Civic Theatre Bar	-	50
Cramphorn Foyer	-	40



Catering



Hylands House

With our variety of venue styles, you can choose from a range of flexible catering options, tailored for your tastes and budget.

From relaxed assortments of hot drinks and pastries in our comfortable foyers, to a full formal banquet in the grand setting of Hylands House, the choice is yours.

Food can be delivered and laid out as appropriate to your event. Special dietary requirements can be catered for.

Overleaf are four sample menus to give you an idea of what we offer: please contact us to discuss your individual requirements.



Catering - Sample Menu



A. No Fuss Lunch (Civic Centre)

- Vegetable spring rolls
- Mixed bruschettas
- Premium homemade sausage rolls
- Selection of homemade sandwiches served on white and granary bread

B. Hot fork buffet (Hylands House)

- Baked salmon in filo pastry with a crème fraiche dressing
- Beef Bourguignon and rice
- Brie, spinach and red onion strudel
- Potato Dauphinoise
- Selection of salad and bread
- Chocolate roulade
- Tiramisu
- Seasonal fruit tarts

C. Hot Breakfast Rolls (Museum)

- 1 roll per person
- Provided in white baps, choose between either Broadoak sausages or Smoked bacon
- Served with a selection of sauces

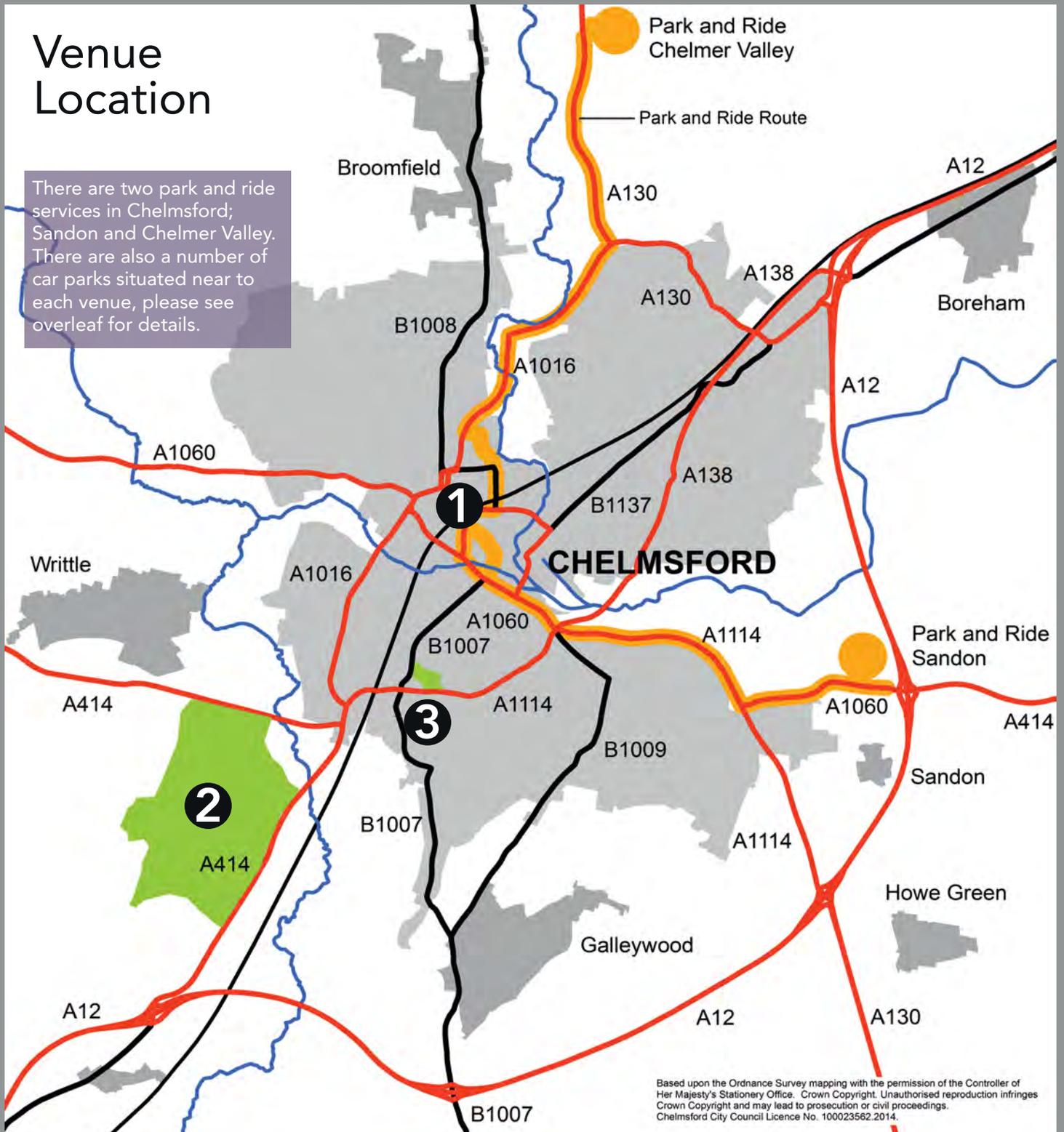
D. Finger buffet (Hylands House)

- Sandwiches with various fillings (meat, fish and vegetarian) on white and brown bread
- Selection of Indian and Oriental snacks
- Mini pizzas
- Sausage rolls
- Chicken skewers
- Cheese and onion rolls
- Crudités and dip
- Chocolate brownies
- Mini scones with clotted cream and preserves

Location, Parking and Contacts

Venue Location

There are two park and ride services in Chelmsford; Sandon and Chelmer Valley. There are also a number of car parks situated near to each venue, please see overleaf for details.



Please see overleaf for detailed maps and venue details

Location, Parking and Contacts

Venue Location and Details



- 1 A** Civic Centre
Duke Street, Chelmsford, Essex
CM1 1JE
- 1 B & C** Chelmsford Theatres
Fairfield Road, Chelmsford, Essex
CM1 1JG



- 2** Hylands Estate
Hylands House, Hylands Park
London Road, Chelmsford, Essex
CM2 8WQ



- 3** Chelmsford Museum
Oaklands Park
Moulsham Street, Chelmsford, Essex
CM2 9AQ

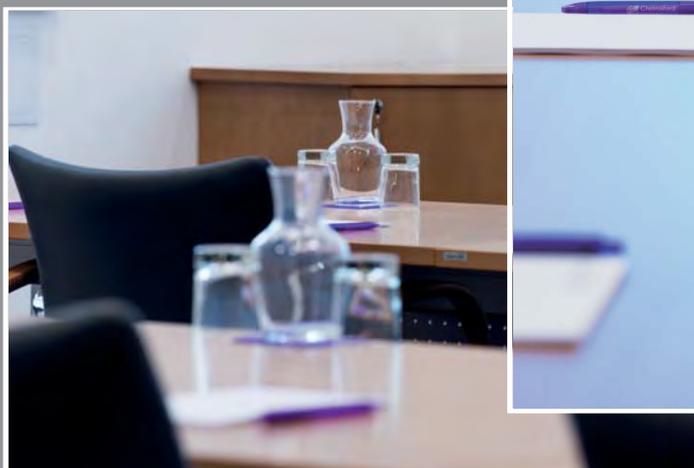
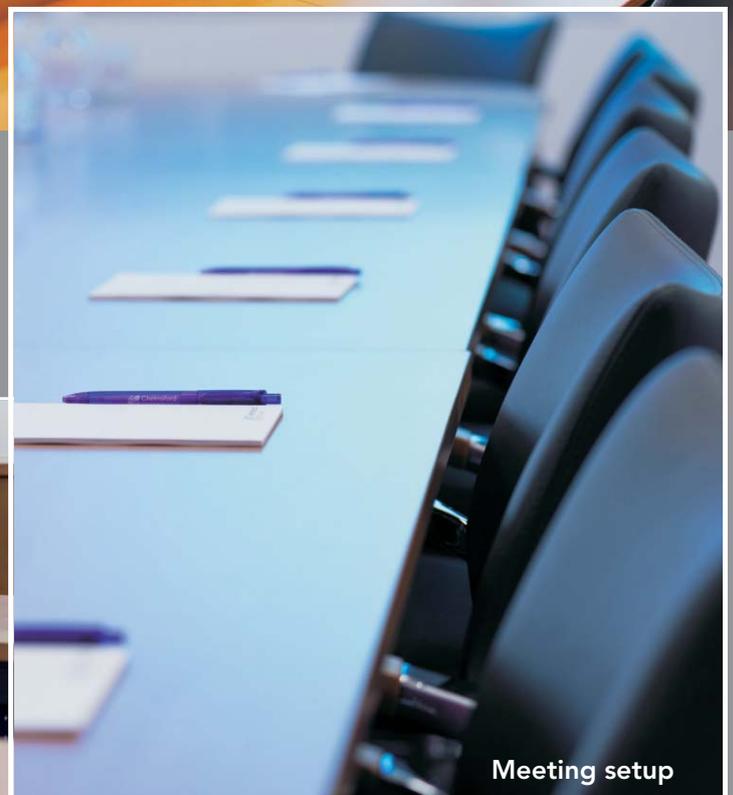
To book any of the venues please contact our venue hire team on
01245 606348 venuehire@chelmsford.gov.uk

Room delegate rates

The Council Chamber



The delegate rates listed overleaf are a guide and charges may vary. Other rates are available: please contact us for more information and to discuss your requirements.



Room delegate rates

The Marconi Room



Civic Centre	Room	Half day room rate	Day room rate
	Council Chamber	£500	£900
	Civic Foyer	£125	£225
	Marconi Room	£215	£399
	Crompton Room	£170	£320
	Christy Room	£80	£150
Civic Theatres	Room	Rates	
	Civic Theatre	Prices for the theatres are available on quotation	
	Civic Theatre Bar		
	Cramphorn Theatre		
	Cramphorn Foyer		
Museum	Room	Half day room rate	Day room rate
	Wells Pertwee Suite	£100	£185
Hylands House	Room	Half day delegate rate	Day delegate rate
	Banqueting Room	£21pp Hylands House and the Grand Pavilion are also available for hire on a Half Day, Day and Evening room rate. Prices available on quotation.	£36pp
	Small Dining Room		
	Terrace Room		
	Drawing Room		
	Library		
	Repton Room		
	Hanbury Suite		
	Richmond Room		

To discuss your booking requirements, please telephone the Corporate Sales Team on 01245 606348 or email venuehire@chelmsford.gov.uk