

# Wedding Ceremony Packages

## Ceremony Packages include:

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Support in planning your day  
Venue hire for three hours from the ceremony start time  
A glass of mimosa for you and each guest\*  
Wedding cake stand and knife  
A separate room to meet the Registrars  
Staff support on the day  
Furniture set-up  
White tablecloths and chair covers  
Speaker system or portable speaker  
Time to decorate the room  
Staffed bar in your function room  
Time to greet your guests on the day

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## Ceremony packages do not include:

Registrar fees or arrangements  
Please contact Calderdale Registrars to book your Ceremony

Catering or wedding cake  
We can provide catering and baking, talk to our Catering Managers about your requirements

Decorations, flowers etc.

Additional room access before/after the ceremony (fees apply)  
Additional room hire (fees apply)



# Wedding Ceremony Packages

## The Council Chamber

An historic and elegant choice, with the option to continue your celebration in the Terrace Room after the ceremony

For up to 30 people seated for the ceremony, including the couple  
Small ceremonies (up to one hour) are also available

**2024 Ceremony Package price**  
£995

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## The Terrace Room

Featuring beautiful riverside views, use of the balcony and the adjoining Saltonstall Room. The Terrace Room Balcony is also licensed for ceremonies (please see additional guidance).

For up to 45 people seated for the ceremony, including the couple  
Small ceremonies (up to one hour) are also available

**2024 Ceremony Package price**  
£1095

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## The Waterfront Hall

Our largest and most versatile space, with access to the Riverside decking during your ceremony and the Courtyard from 4pm. The Riverside Courtyard is also licensed for ceremonies (please see additional guidance)

For up to 120 people seated for the ceremony, including the couple

**2024 Ceremony Package price**  
£1395

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# Wedding Ceremony Packages

## Upgrades, Add-ons and Additional Information

### Room Hire

Ceremony bookings include:

- Three hours of venue hire from the Ceremony start time
- 30 minutes before the ceremony to speak to the registrars and seat guests
- Two hours on the afternoon before, or on the day, to decorate the room/s.

Ceremonies may be extended for an additional charge (up to a maximum of two hours)

### Exclusive Use

The Town Hall is a multi-use venue and is open to the public until 4pm (Café open until 3pm).

Exclusive use of the ground floor (The Waterfront Hall, Riverside Courtyard and Café) may be available on request for an additional charge, only when booking both a Ceremony and Reception in the Waterfront Hall. Please contact us to find out more.

### Outside Ceremonies

The Terrace Room Balcony and Riverside Courtyard are licensed for outside ceremonies, however, the adjoining room (Terrace Room or Waterfront Hall) must also be booked.

Outside ceremonies must be agreed in advance, and will be performed only with the agreement of the Registrars if the weather conditions are suitable. All ceremonies scheduled for the outside spaces must also have an inclement weather plan agreed in advance.

### Drinks Upgrades

Included in each Ceremony Package is a glass of mimosa for you and each guest.

- Upgrade to just prosecco £3 per person
- Upgrade to Aperol spritz £4 per person
- Change to a bottle of Peroni £1 per person

More options are available, talk to our Catering Managers to find out more,

### In-House Catering Service

We can cater for your Ceremony, please see our menus for full details of our catering, cakes and bar selections. Our menus can be adapted further for an additional fee.

Talk to our Catering Managers about your requirements.

### External Catering

We have separate guidance for the use of external caterers, which details the available facilities. External caterers must supply their own cutlery, crockery and waste disposal. An additional charge of £40 will be applied to bookings that require food waste and tableware disposal.



## Small Ceremonies

Our one-hour ceremonies are suitable for a couple and a small number of guests

### Small Ceremonies include:



- Support in planning your day
- Use of the Council Chamber or Terrace Room for one hour
- A chilled bottle of Prosecco and flutes\*
- A separate room to meet the Registrars
- Staff support on the day
- Portable speaker
- White tablecloths and chair covers
- Time to decorate the room



### Small Ceremonies do not include:

- Registrar fees or arrangements  
Please contact Calderdale Registrars to book your Ceremony
- Catering or wedding cake  
We can provide catering and baking, talk to our Catering Managers about your requirements
- Decorations, flowers etc.
- Additional room access before/after the ceremony
- Additional room hire



### The Council Chamber

2024 Small Ceremony price  
£295

### The Terrace Room

2024 Small Ceremony price  
£325



## Reception Package

### Receptions in the Waterfront Hall include:

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Support in planning your day  
The Waterfront Hall from 4pm to Midnight  
The Riverside Courtyard, Café area and Huddle from 4pm to Midnight  
Time to decorate the room  
Access to The Waterfront Hall from 8:30am on the day  
Staff support on the day  
Set-up and changeover of the furniture  
A glass of mimosa for you and each guest\*  
Speaker system and projector  
Wedding cake stand and knife  
White tablecloths and chair covers  
Microphones for speeches  
A stage if required  
Coloured uplighters  
Late collection of decorations  
Next day / Monday morning

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### Receptions do not include:

Registrar fees/arrangements or Ceremony fees/room hire  
Please contact Calderdale Registrars to book your Ceremony

Catering or wedding cake  
We can provide catering and baking, talk to our Catering Managers about your requirements

Decorations, flowers etc.  
Entertainment

### 2024 Reception Package price

£2395

Receive a £250 discount when booking a Ceremony Package and Reception Package together



# Reception Package

## Upgrades, Add-ons and Additional Information

### Room Hire

Bookings include eight hours venue hire from 4pm to midnight, access to The Waterfront Hall from 8:30am on the day for set-up/decorating, an additional two hours set-up/pack-down time on both the afternoon before the event and the following morning/Monday morning.

If you require additional time to set-up/take down decorations, or you wish to start your Reception earlier than 4pm, this is available on request for an additional charge.

Last orders at the Bar is at 11pm, with guests to vacate around 11.30pm. Room hire ends at Midnight.

### Room Set-up

We will advise an appropriate room set-up based on the numbers attending and your plans for the evening. Guests will have a choice of seating throughout The Waterfront Hall, Riverside Courtyard and Café areas, with room for catering and dance-floor.

We can also accommodate a formal seating arrangement for a maximum of 80 guests. External chair hire may increase the seated capacity.

Talk to us about your ideas and we will advise the best use of the space.

### Drinks Upgrades

Included in each Reception Package is a glass of mimosa for you and each guest. This may be served as a welcome drink or as a toast during speeches

Upgrade to just prosecco £3 per person

Upgrade to Aperol spritz £4 per person

Change to a bottle of Peroni £1 per person

More options are available, talk to our Catering Managers to find out more,

### In-House Catering Service

We can cater for your Ceremony, please see our menus for full details of our catering, cakes and bar selections. Our menus can be adapted further for an additional fee.

Talk to our Catering Managers about your requirements.

### External Catering

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# Terms and Conditions

## Confirmation of Booking

A £100 holding deposit is required at the time of booking to secure your chosen date. This deposit is non-refundable, but may be transferred to another date. This fee will be credited against the remaining deposit.

## Deposit and Payment

A minimum deposit of 50% of the estimated total (room hire, catering, drinks, and any agreed additions) will be required three months before the event.

This deposit is non-refundable and non-transferable. The remainder of the fee (room hire, catering, drinks and any agreed additions) will be invoiced after the event, usually within two weeks.

In some circumstances, payments may be broken down into smaller installments, this must be agreed with Hebden Bridge Community Association (HBCA) at the time of booking.

## Cancellation Charges

In the unfortunate event that you have to cancel or postpone your confirmed booking, HBCA will make every effort to resell the space on your behalf. However, we reserve the right to charge a cancellation fee against the total contracted business and projected spend.

Cancellation within 26 – 6 weeks of the event: 50% of total value will be charged.

Cancellation within 0 – 6 weeks of the event: 100% of the total value will be charged.

You must verbally notify HBCA immediately of any cancellation, postponement or partial cancellation, followed by confirmation in writing. Cancellation is from the time of receipt of written confirmation.

## Prices

Please note that bookings confirmed more than 6 months in advance may be subject to a price increase, and all catering and drinks prices quoted may be subject to change or increase.

## Catering and Drinks

Inform HBCA of your approximate number of guests at the time of booking. Final numbers of guests must be confirmed not less than six weeks prior to the event. HBCA will work out the number of guests to be contracted from these numbers. If there is a shortfall in attendance HBCA will charge the full agreed rates.

## Number of Guests

The final number of guests must be confirmed not less than 28 days prior to the event.

## Loss or Damage

Any loss or damage of HBCA property by a client, or an agent acting on behalf of a client, or a guest invited by a client is the responsibility of the client. The costs making good any such loss/damage will be charged to the client.

## Miscellaneous

HBCA reserves the right to amend the contract without obligation by reason of strike, lockout, fire, restrictions of deliveries or any other special circumstances beyond the control of HBCA.

