



Causeway
Coast & Glens
Borough Council

TOWN HALL BOOKINGS BROCHURE



Town Hall Bookings Procedures

To book a room within Ballymoney, Coleraine, Kilrea or Portrush Town Halls or at Sheskburn House, please contact Town Hall Bookings on **028 777 22226** or complete a '**Facility Booking Form**' and email it to the Town Hall Bookings email below.

townhall.bookings@causewaycoastandglens.gov.uk

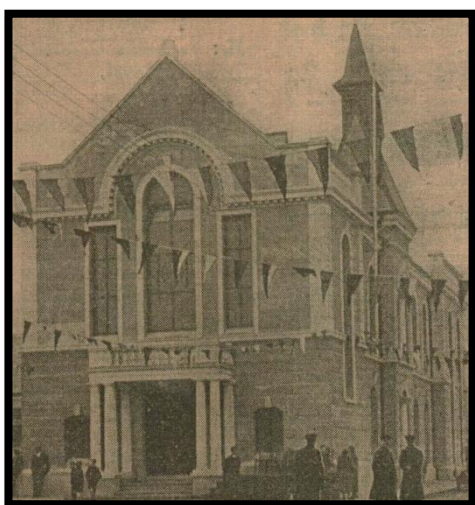
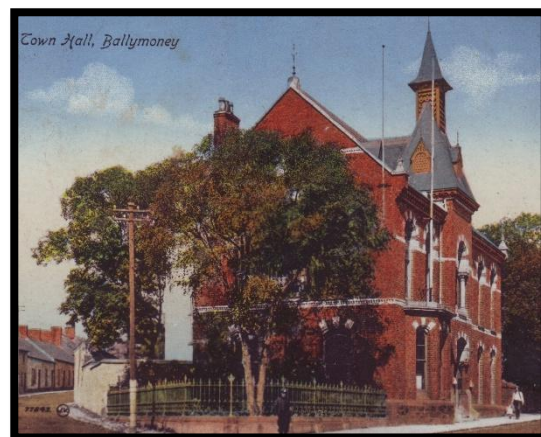
Please note your room booking is not complete until you receive a confirmation email from the Town Hall Booking Team.

Payment must be received prior to your booking being confirmed. **At least 48 hours' notice** must be given in the event of the cancellation of a booking. Failure to do so may result in loss of booking fee.

All bookings should be placed with the Town Hall Bookings Team only.

BALLYMONEY TOWN HALL

Ballymoney Town Hall came into being thanks to the foresight of local solicitor James Cramsie Senior. In 1863, it became necessary for the Ballymoney Library to rent or build new premises. It was James Cramsie Senior's suggestion that a more ambitious scheme should be considered – a new Town Hall, built by public subscription. The building would include the new library or reading room, chambers for the Town Commissioners (the equivalent of today's Borough Council) and a public assembly room. £1,300 was raised by subscription with £400 generously contributed by James Cramsie Senior. The land was donated by David Wilson. The Town Hall was officially opened in 1866.



The building remained until 1932 when work began on £6,000 worth of renovations. The Town Hall was reopened by the Honourable Mr Justice Megaw on Friday 16 February 1934.

In 2005, the Town Hall was restored once again, with a new museum and visitor information centre added to the rear of the building. It continues to be an important amenity for the entire community and will continue to do so for generations to come.

Pic: Reopening of Ballymoney Town Hall 1934

PORTRUSH TOWN HALL



Portrush Town Hall is a fine example of Victorian municipal architecture (it is grade B1 listed) and offers the discerning conference/meeting organiser a venue with historic character, right in the heart of Portrush. Designed by the famous architectural firm Lanyon, Lynn, and Lanyon, and built in 1870, Portrush Town Hall was the headquarters for the local council and was one of the glories of the sea front. Indeed, it has always been regarded as a landmark of the town.

It was designed in Scottish baronial style complete with gables and a 'witch's hat' turret. Internally too, it was an imposing construction with its circular reading room as an unusual central feature.

In 2004 an extensive 18-month restoration and refurbishment programme of both the interior and exterior building commenced, completing in January 2006. The building is now a venue for weddings, meetings, drama, and other social activities.

COLERAINE TOWN HALL



The stained-glass window in Coleraine Town Hall includes the Coleraine Corporation that is surrounded by the Irish Society School, the Salmon Leap, the Market House in the Diamond, and St Patrick's Church – all legacies of the social and commercial investment by the Irish Society that continues to this day.

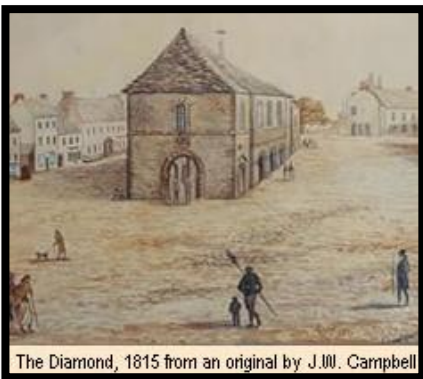
Designed by Belfast born, Thomas Turner, the Town Hall was built in Sandstone in 1859 by construction company, McLaughlin & Harvey. Built back then for the princely sum of just over £4000, it was a joint venture by Council and

The Honourable The Irish Society to provide a central public space in the middle of Coleraine town.



Since then, the Town Hall has hosted many events, some more historical than others, but nonetheless, they have all had their place in the history of the iconic building. The first motor car in Coleraine was displayed at the Town Hall in July 1900, the signing if the Ulster Covenant in 1912 and it was also used as recruitment center for WWI. During and within the past twenty years it has hosted more social events, such as the

Coleraine Music Festival, Coleraine Drama Clubs, countless exhibitions and pantomimes, 'Freedom of the Borough' ceremonies and community seminars and dialogues.



The Diamond, 1815 from an original by J.W. Carrpbell

In 1859 the Official Opening of Coleraine Town Hall was postponed because of the 1859 Ulster Revival. The official opening was finally held on Wednesday 3 June 2009.





Weddings in Portrush & Ballymoney Town Hall

We are delighted that you are considering one of our facilities as a venue for your wedding. We value each and every couple in their own right. We have rooms that can accommodate your civil wedding ceremony. If indeed you do choose to hire one of our facilities for your special day, if you wish, you can hire a wedding specialist company to arrange to dress the room to your specifications.

Portrush Town Hall

Girvan Room

Located on the ground floor the Girvan Room is a perfect room for a more intimate ceremony. A circular room surrounded in windows; the Girvan Room was originally a reading room within the building. Decorated in pale blue with plush carpet, the room can seat up to 50 guests for the celebration of the marriage ceremony itself.



Main Hall



Located on the first floor the Main Hall has high ceilings with chandeliers, wooden floors and is flooded with natural light from the tall windows overlooking the sea. The Main Hall can seat up to 120 guests.

Again, as the picture shows, a company has come in to dress the room to the couple's specifications.

You can also have your Wedding Reception in Portrush Town Hall within our Main Hall on the first floor.



Ballymoney Town Hall

Auditorium

Located on the first floor the Auditorium has high ceilings and wooden floors. The room is flooded with natural light from the large arched windows on one side. You can dress the room to any specification you wish by hiring a wedding specialist company.



FACILITY BOOKING FORM

CONTACT DETAILS					
Contact Name(s):					
Organisation Name:					
Contact Address:			Invoice Address: (if different from contact address)		
Email Address:					
Contact Telephone Number:	Home:	Work:	Mobile:		
FACILITY INFORMATION					
Venue:					
Date(s) required:					
Name of Room(s) Required:					
Event Name:					
Approximate Numbers:					
Seating Layout Required:	Boardroom Style	Theatre Style	Workshop Style	U Shape Style	
Time(s) Required: (please include set up & take down times where appropriate)	Time of Arrival:				
	Event Start Time:				
	Event End Time:				
	Time of Departure:				
Additional Requirements (please specify)	Kitchen	Flipchart	PA System	Stage Lighting	Projector Screen

Continued overleaf.

Conditions of Hire – Please read carefully and sign below

I / We agree to adhere to the following terms and conditions.

1. Parties using the Hall shall indemnify Causeway Coast & Glens Borough Council against claims for death, injury, or loss of property in the event either competitors or spectators. All damage (including injury to the walls, ceilings, floors, pictures, glass, or furniture therein) and no nails, screws or hooks shall be inserted in the walls nor should adhesive material, liable to damage surfaces of walls or any other part of the building;
2. Not to place or permit to be placed any obstruction in passages, doorways, or fire exits;
3. The Town Halls and Sheskburn House are staffed when in use between 9.00am and 5.00pm. Bookings requested outside these hours require a caretaker to open up and be in attendance in addition to their normal working hours and there is a minimal two-hour booking required. There is also a **20% discount** applied for 10 or more bookings.
4. To agree to have themselves and all of their equipment removed from the Hall within the period of time stated on the booking form. That all toilets and any other rooms included in the booking are left in a clean and tidy state;
5. If in breach of terms and conditions, understand that we may be required to leave the Hall and forfeit the booking fee;
6. To give 48 hours' notice for cancellation of booking. Failure to do so may result in loss of booking fee;
7. To provide adequate supervision for bookings to ensure the proper conduct of patrons during the hiring and to expel any person acting in a disorderly manner;
8. You must include your set up and break down time as we do not give grace time for this;
9. A hold can be put on a room for 48 hours but if a booking form has not been sent in your booking will be deleted from the system;
10. To finalize booking all forms and payments all must be in before your booking;
11. Building will only be opened a few minutes before your booking time;
12. **COMPLETION OF THIS FORM DOES NOT CONSTITUTE AN ACCEPTANCE OF CONFIRMATION OF ANY BOOKING AND THAT CAUSEWAY COAST & GLENS BOROUGH COUNCIL RESERVES THE RIGHT TO REFUSE BOOKINGS.**

Do you have your own Public Liability Insurance? Yes No

If yes, please give details below:

Name of Company:	
Policy Number:	
Expiry Date:	

All groups hiring the Hall must carry their own Public Liability Insurance.

I/We have read and understood the above Conditions of Hire and hereby agree to hire the Town Hall, on the above date(s) for the subject to the terms and conditions of letting.

Sign:		Date:	
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Print:	
BOOKING FORMS WITHOUT A RELEVANT SIGNATURE CANNOT BE ACCEPTED	
On behalf of: Group / Organisation Name (if applicable)	

OFFICE USE ONLY				
Booking Form:				
Date Sent:		Date Returned:		
Payment:				
Total Cost, less discount (if applicable)				
Type:	Invoice Date:	Invoice Number:	Date Paid:	Receipt Number:
Cheque:				
Cash:				
Credit/Debit Card:				
BACS:				

Please return completed application form and relevant payment to:

Town Hall Bookings
Civic Facilities
Causeway Coast & Glens Borough Council
7 Connell Street
LIMAVADY
BT49 0HA



(028) 7772 2226

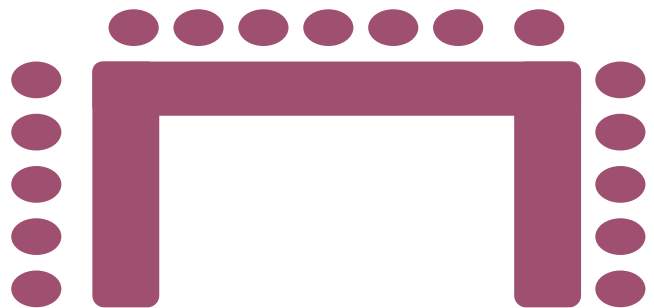
Email: townhallbookings@causewaycoastandglens.gov.uk

BASIC ROOM LAYOUT TYPE

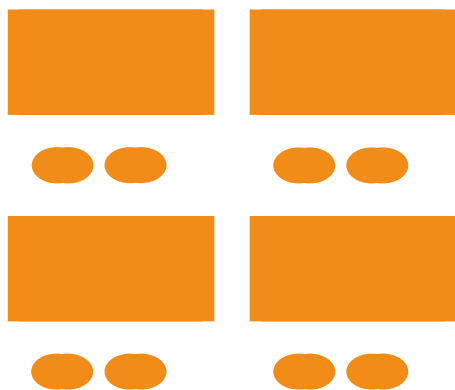
BOARDROOM STYLE



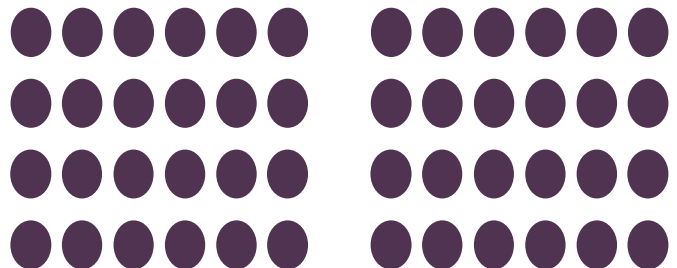
U SHAPE STYLE



CONFERENCE STYLE



THEATRE STYLE



BALLYMONEY TOWN HALL

Coleraine

Ballymoney

Limavady

Ballycastle

Fully wheelchair accessible, including stage.

McArthur Room



Wedding set up	max occupancy 20
Conference @ tables	max occupancy 15
Theatre style	max occupancy 20

Daily	£11.50 per hour
Daily 9.00am – 6.00pm	£39.00
Evening 6.00pm – midnight	£39.00
All day 9.00am – midnight	£80.00

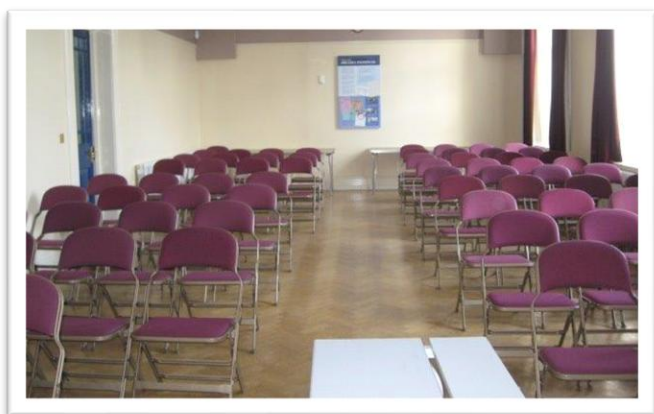
Cramsie Room



Wedding set up	max occupancy 50
Conference @ tables	max occupancy 18
Theatre style	max occupancy 50

Daily	£12.50 per hour
Daily 9.00am – 6.00pm	£50.00
Evening 6.00pm – midnight	£50.00
All day 9.00am – midnight	£100.00

George Shiels Room



Wedding set up	max occupancy 70
Conference @ tables	max occupancy 30
Theatre style	max occupancy 70

Daily	£15.00 per hour
Daily 9.00am – 6.00pm	£57.00
Evening 6.00pm – midnight	£57.00
All day 9.00am – midnight	£116.00
Wedding Ceremony Rate	£54.50 per 2 hours

Auditorium



Wedding set up	max occupancy 240
Theatre style	max occupancy 240
Balcony	max occupancy 94

Daily	£26.00 per hour
Daily 9.00am – 6.00pm	£98.00
Evening 6.00pm – midnight	£98.00
All day 9.00am – midnight	£194.00
Rehearsals/set up	£11.00 per hour
Wedding Ceremony Rate	£54.50 per 2 hours

A series of bookings (on individual calendar days) will entitle the applicant to the following discounts:

There is also a 20% discount applied for 10 or more bookings.

Sundays and Public Holidays add 50% to the above rates.

Royalty Charge (Performing Right Society) on Live Music (e.g. concert) £32.83 per occasion.

Please note a **minimum hire period of 1 hour** from 9am to 5pm from 5pm onwards **minimum hire period of 2 hours** (excluding facility preparation) applies to Ballymoney Town Hall. **Minimum hire period of 2 hours** on a Saturday and Sunday.

Other Bookable Amenities



Kitchen: £8.00 per booking

Stage Lighting: £31.50 per function

Ballymoney Visitor Information Centre is located at Ballymoney Town Hall.



Ballymoney Visitor Information Centre

Town Hall

1 Townhead Street

Ballymoney

Co Antrim

BT53 6BE

T: 028 2766 0230

E: ballymoneyvic@causewaycoastandglens.gov.uk

COLERAINE TOWN HALL

Coleraine

Ballymoney

Limavady

Ballycastle

Fully wheelchair accessible, excluding the stage.

Committee Room



Conference @ tables max occupancy 12
Daily 9.00am – 11.00pm £5.94 per hour

Mayor's Parlour



Conference @ tables max occupancy 20
Theatre style max occupancy 20
Daily 9.00am – 11.00pm £5.94 per hour

Main Hall

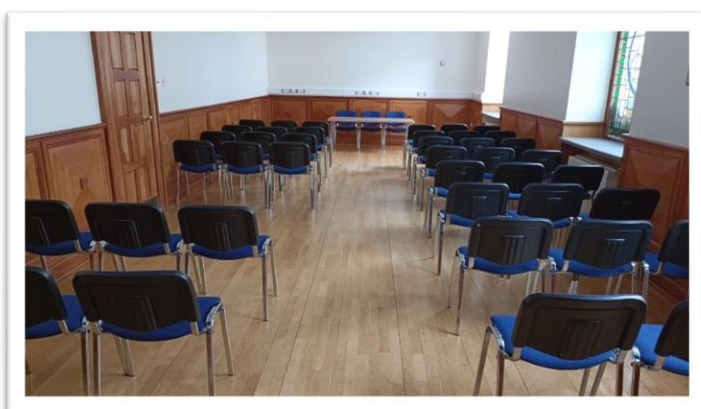


Theatre style max occupancy 248
Balcony max occupancy 48

Daily 9.00am – 11.00pm £13.51 per hour

Royalty Charge (Performing Right Society) on Live Music (e.g. concert) £33.81 per occasion.

Council Chamber



Conference @ tables max occupancy 44
Theatre style max occupancy 49

Daily 9.00am – 11.00pm £8.10 per hour

Royalty Charge (Performing Right Society) on Live Music (e.g. concert) £33.81 per occasion.

A series of bookings (on individual calendar days) will entitle the applicant to the following discount:

There is also a 20% discount applied for 10 or more bookings.

All rooms outside periods of time already stated (including Bank Holidays) are charged at **£18.38 per hour**.

Please note a **minimum hire period of 1 hour** from 9am to 5pm from 5pm onwards **minimum hire period of 2 hours** (excluding facility preparation) applies to Coleraine Town Hall. **Minimum hire period of 2 hours** on a Saturday and Sunday.

Other Bookable Amenities



Kitchen: £8.24 per booking
Stage Lighting: £18.02 per booking

KILREA TOWN HALL

Coleraine

Ballymoney

Limavady

Ballycastle

Fully wheelchair accessible.

Ken Woods Room



Conference @ tables

max occupancy 80

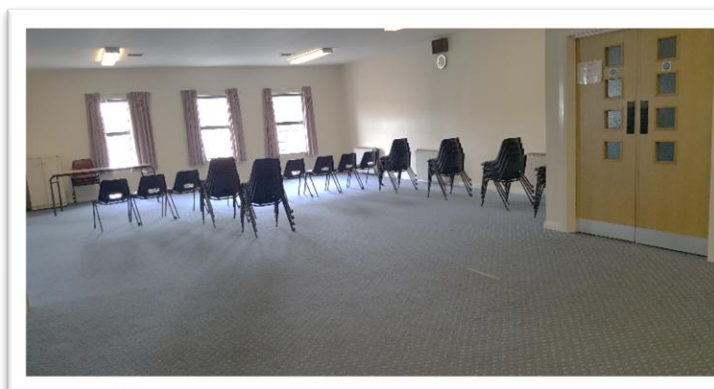
Theatre style

max occupancy 60

Daily 9.00am -11.00pm

£5.94 per hour

Large Room



Conference @ tables

max occupancy 100

Theatre style

max occupancy 150

Daily 9.00am – 11.00pm

£12.43 per hour

Main Hall



Conference @ tables

max occupancy 100

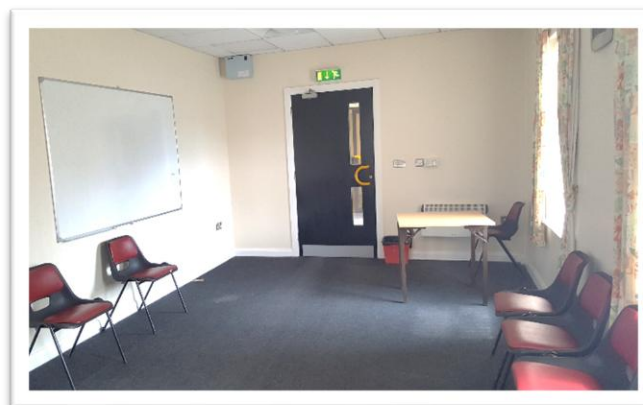
Theatre style

max occupancy 150

Daily 9.00am – 11.00pm

£12.43 per hour

Committee Room



Theatre style

max occupancy 20

Daily 9.00am – 11.00pm

£5.94 per hour

Other Bookable Amenities



Kitchen: £8.24 per booking
Flipchart stand: free of charge

A series of bookings (on individual calendar days) will entitle the applicant to the following discount:

There is also a 20% discount applied for 10 or more bookings.

All rooms outside periods of time already stated (including Bank Holidays) are charged at **£18.38 per hour**.

Please note a **minimum hire period of 1 hour** from 9am to 5pm from 5pm onwards **minimum hire period of 2 hours** (excluding facility preparation) applies to Kilrea Town Hall. **Minimum hire period of 2 hours** on a Saturday and Sunday.

PORTRUSH TOWN HALL

Coleraine

Ballymoney

Limavady

Ballycastle

Fully wheelchair accessible, including the stage.

Meeting Room



Conference @ tables
Theatre style

max occupancy 25
max occupancy 30

Daily 9.00am – 11.00pm

£5.94 per hour

Girvan Room



Wedding style
Conference @ tables
Theatre style

max occupancy 50
max occupancy 25
max occupancy 55

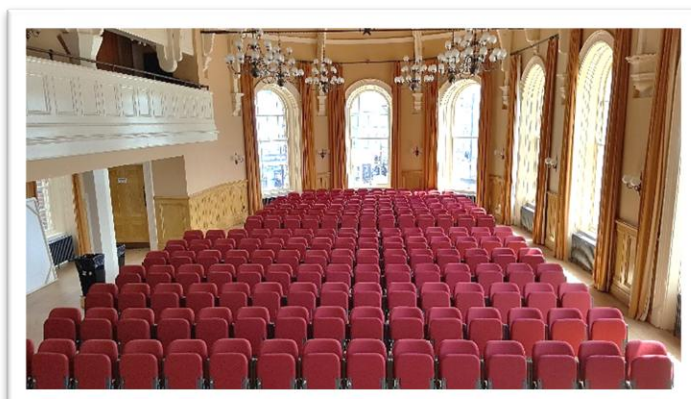
Daily 9.00am – 11.00pm

£5.94 per hour

Wedding Ceremony Rate

£56.13 per 2 hours

Main Hall



Wedding set up	max occupancy 120
Wedding reception set up	max occupancy 100
Theatre style	max occupancy 192

Daily 9.00am – 11.00pm £13.51 per hour

Wedding Ceremony Rate £56.13 per 2 hours

Royalty Charge (Performing Right Society on Live Music (e.g. concert) £33.81 per occasion.

A series of bookings (on individual calendar days) will entitle the applicant to the following discount:

There is also a 20% discount applied for 10 or more bookings.

All rooms outside periods of time already stated (including Bank Holidays) are charged at **£18.38 per hour**.

Please note a **minimum hire period of 1 hour** from 9am to 5pm from 5pm onwards **minimum hire period of 2 hours** (excluding facility preparation) applies to Portrush Town Hall. **Minimum hire period of 2 hours** on a Saturday and Sunday.

Other Bookable Amenities



Kitchen: £8.24 per booking
Stage Lighting: £18.02 per booking

Portrush Visitor Information Centre is located at Portrush Town Hall.



Portrush Visitor Information Centre
Portrush Town Hall
1 Mark Street
Portrush
Co Antrim
BT56 8BT
T: 028 7082 3333
E: portrushvic@causewaycoastandglens.com

SHESKBURN HOUSE CIVIC FACILITIES

Coleraine

Ballymoney

Limavady

Ballycastle

Fully wheelchair accessible.

Mayor's Parlour



Theatre style/ Public Meeting
Workshop style @ tables
Boardroom style

max occupancy 30
max occupancy 13
max occupancy 10

Hourly rate

£13.51 per hour

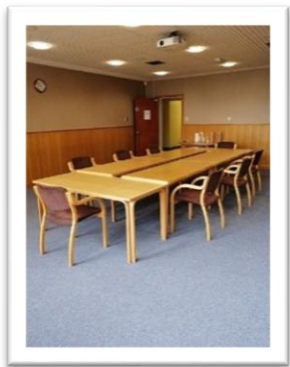
Daily Rate 9am – 5.00pm

£54.07



Features:

- Overhead projector and screen



SHESKBURN HOUSE CIVIC FACILITIES

Coleraine

Ballymoney

Limavady

Ballycastle

The Chamber



Theatre style/ Public Meeting
Workshop style @ tables
Boardroom style

max occupancy 60

max occupancy 36

max occupancy 25

Hourly rate

£13.51 per hour

Daily Rate 9am – 5.00pm

£54.07

Features:

- Overhead projector and screen



SHESKBURN HOUSE CIVIC FACILITIES

Coleraine

Ballymoney

Limavady

Ballycastle

Seaview Suite



Boardroom style max occupancy 8

Hourly rate £13.51 per hour

Daily Rate 9am – 5.00pm £54.07



A series of bookings (on individual calendar days) will entitle the applicant to the following discount:

All rooms outside periods of time already stated (including Bank Holidays) are charged at **£18.38 per hour**.

Please note a **minimum hire period of 1 hour** from 9am to 5pm from 5pm onwards **minimum hire period of 2 hours** (excluding facility preparation) applies to Sheskburn House. **Minimum hire period of 2 hours** on a Saturday and Sunday.

TOWN HALL FIRE EVACUATION PROCEDURES

The priority is to evacuate the building quickly and calmly.

If you **DISCOVER** a fire or there is a need to evacuate the building, **IMMEDIATELY ACTIVATE THE FIRE ALARM BY BREAKING THE NEAREST BREAK-GLASS POINT**, which will result in the alarm sounding throughout the building, **AND PROCEED TO A PLACE OF SAFETY OUTSIDE.**

ALL STAFF & VISITORS

When you hear the Fire Alarm **DO NOT PANIC, SHOUT OR RUN.** Close windows, where it is safe and if you have the time to do so.

LEAVE the premises by the **NEAREST AVAILABLE EXIT ROUTE** closing all doors behind you. Do not stop to collect personal belongings. The lift will be de-activated; therefore, all staff and members of the general public must use the stairs. Please note that the lift will automatically go to the ground floor, doors will open and remain open.

Only trained staff should help persons who need assistance to evacuate the premises using the evacuation chair.

NEVER RE-ENTER THE BUILDING until directed to do so by the Fire Brigade or the Designated Fire Officer.



Causeway Coast & Glens operates a No Smoking Policy. Therefore, smoking is not permitted anywhere within any Town Hall