



Oxford TOWN HALL

Student Events

Oxford Town Hall is a magnificent space to hold your event. Our versatile venue can hold anything from a black-tie ball and banquet to a salsa night or lecture.

Our Event Spaces

The Main Hall

This room features an ornate ceiling, three chandeliers, gallery and an original Henry Willis Organ. The Main Hall can seat between 100 and 300 guests for dining or hold up to 500 guests for a more informal affair.

Cost: £400 per hour

The Assembly Room

This wood panelled room is perfect for a drinks reception or dining. It can host up to 140 guests for dining or 200 guests for a drinks reception. The Assembly Room features an open timber roof and extensive collection of paintings.

Cost: £280 per hour

The Old Library

This is an ideal room for smaller dining functions or as extra space for your event. It features an open timber roof, stained glass windows and wood panelling of American walnut. This room can seat up to 60 guests for dining or hold up to 120 guests for a drinks reception.

Cost: £280 per hour

Why not hire all our rooms to increase your capacity to 800 guests?

Catering & Bar

Our sole caterer, Elegant Cuisine must be used to cater for your event. If alcohol is being served at your event then you need to have some type of food available for your guests.

Elegant Cuisine are able to serve a variety of options and work with different budgets. Please contact them directly for a quote.

☎ 01865 391888

✉ townhall@elegantcuisine.com



Find us on:



Logistics

Security

Security will be required for your booking. The number required will be based on your event capacity and requirements (charges will apply). We will book this for you.

First Aid

The safety and wellbeing of you and your guests are extremely important to us, and therefore, having a professional first aid provision is a compulsory requirement for the duration of your event. The first aiders must ensure they arrive 30 minutes prior to the start of the event and stay until 30 minutes after guests leave. A complimentary first aid room will be provided.



Venue Restrictions

The following are not permitted in our premises under any circumstances:

- Smoke / haze machines
- Exposed naked flames eg candelabras
- Calor gas / clay ovens or similar gas appliances
- Confetti bombs / fireworks of any type
- Attachments of any kind to the walls, ceilings, floors, and drapes
- Helium balloons
- Candy Floss / Popcorn

Public Liability Insurance

To host an event at the Town Hall, we will require you to have public liability insurance with a minimum cover of £5 million. If you do not have this cover, a temporary insurance can be taken out by going to any comparison website.

Cloakroom

If you would like to offer your guests a cloakroom, we can transform one of our rooms into this facility for only £100. A manned service will not be provided by the venue.



Contact our team now to find out how we can help:

☎ 01865 252195

✉ townhall@oxford.gov.uk

Find us on:

