



CHELMSFORD
CATHEDRAL

CHAPTER HOUSE HIRE 2022-23



The Chapter House is in an excellent location on Cathedral Walk in Chelmsford City Centre and offers a variety of versatile meeting rooms available to hire.

Due to its central location, it is the ideal venue for those travelling by train, bus, including Park and Ride, on foot, by bicycle or by car, with parking available at nearby car parks.

Our meeting rooms are equipped with the latest AV equipment, with St Cedd's Hall using a modern white screen and projector:



St Cedd's Hall

and Chancellor Room and Johnson Room using TV screens for displaying presentations:



Chancellor Room

Our ground floor and first floor rooms are fully accessible, with a lift to the first floor and disabled facilities on the same floor.



Johnson Room

Also available to hire is the Chapter Room, accessible from the first floor by stairs only but ideal for business meetings:



Chapter Room

Our meeting rooms can offer flexible room layouts to suit the needs of your event or meeting, including theatre, boardroom and classroom styles as well as café style.

Café style for up to 80 delegates can be accommodated in St Cedd's Hall at round tables, with cloths if required, and there is also a ground floor kitchen adjacent to this room which can be hired by users.

Refreshments are available including hot and cold drinks and biscuits. We are also able to offer a continental breakfast of warm filled rolls and pastries, as well as a sandwich lunch, including crisps, fruit juice and fruit salads if desired.

Dietary options are available upon request including vegetarian and vegan options.

There is disabled access via the lift to the first floor only, where the WC facilities are located, including a disabled toilet and baby changing facilities.

Wi-Fi can be accessed, free of charge, during your booking and flipcharts are available upon request.

We would be very pleased to discuss your requirements with you and answer any questions you may have. You are also more than welcome to visit the Chapter House to view our facilities and see how we can support your meeting or event.

For all booking enquiries, please contact Anne Hesketh on 01245 294480 or email bookings@chelmsfordcathedral.org.uk

ROOM HIRE RATES 2023

	Cost per half day (4 hours) incl. VAT	Cost per full day (8 hours) incl. VAT	Maximum Capacity	Maximum Capacity Boardroom Style
St Cedd's Hall	£150	£270	120 (80 café style)	36
Ground Floor Kitchen	£63	£120	-	-
Chancellor Room	£114	£204	35	20
Johnson Room	£114	£204	35	20
Chapter Room	£138	£252	40	24

Refreshments

Drinks can be provided for £1.00 per portion excl. VAT, i.e. tea, coffee or fruit tea, or £1.50 excl. VAT per portion with biscuits.

We can also provide flasks of hot water (8 mug servings per flask) are £3.60 excl. VAT per flask for you to provide your own tea, coffee, milk, etc.

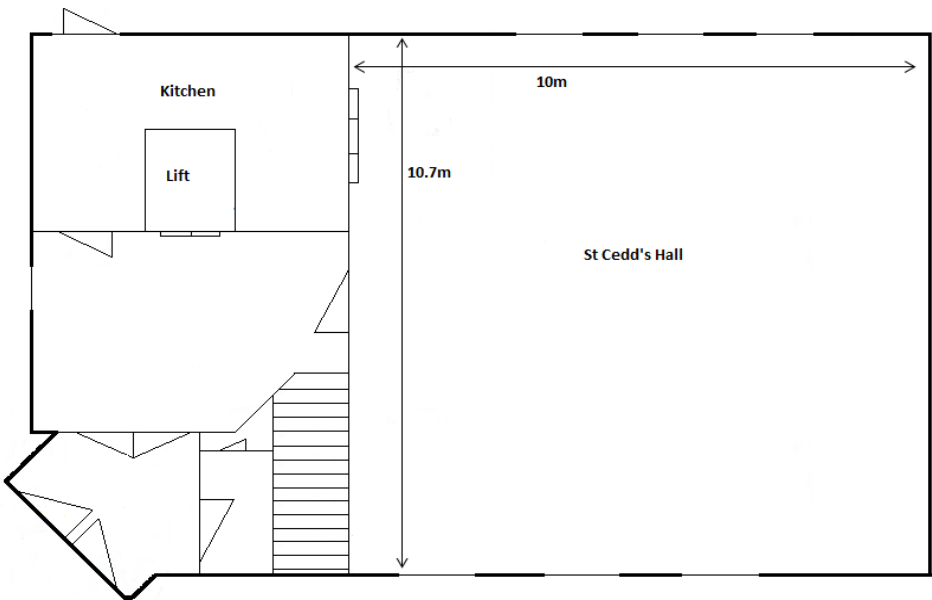
Catered Lunch

	Cost per person excl. VAT
Sandwich lunch	£5.50
Sandwiches and fruit	£6.50
Sandwiches, fruit, crisps and juice	£7.50

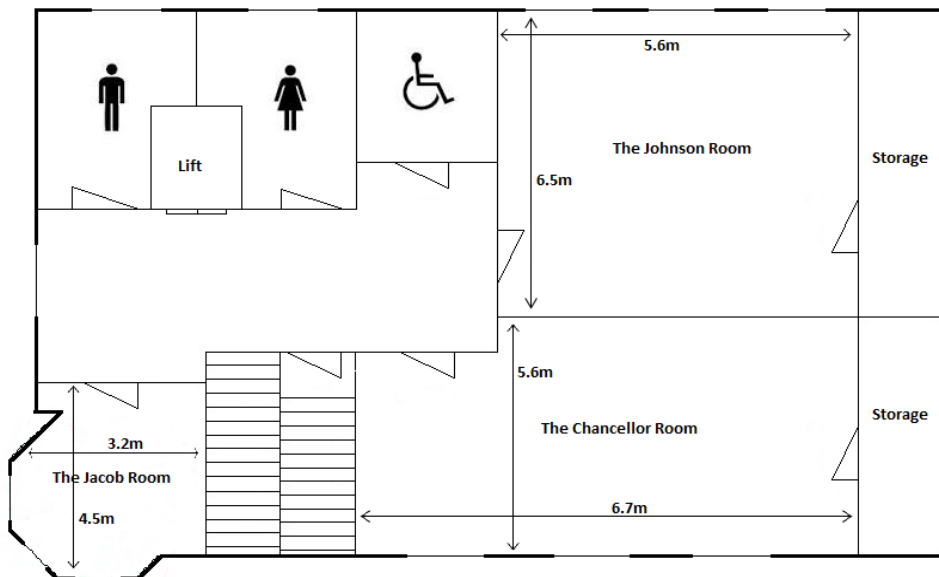
Equipment Required *Complimentary WiFi is available in all rooms*

Type	Cost excl. VAT
AV equipment—includes screen, projector, TV & microphone <i>N.B. Microphone only available in St Cedd's Hall</i>	£40.00 – half day (4 hours) £80.00 – full day (8 hours)
Flipchart & pens	£10.00 – half day £20.00 – full day
Round tables & table cloths (St. Cedd's Hall only)	£7.00 per table

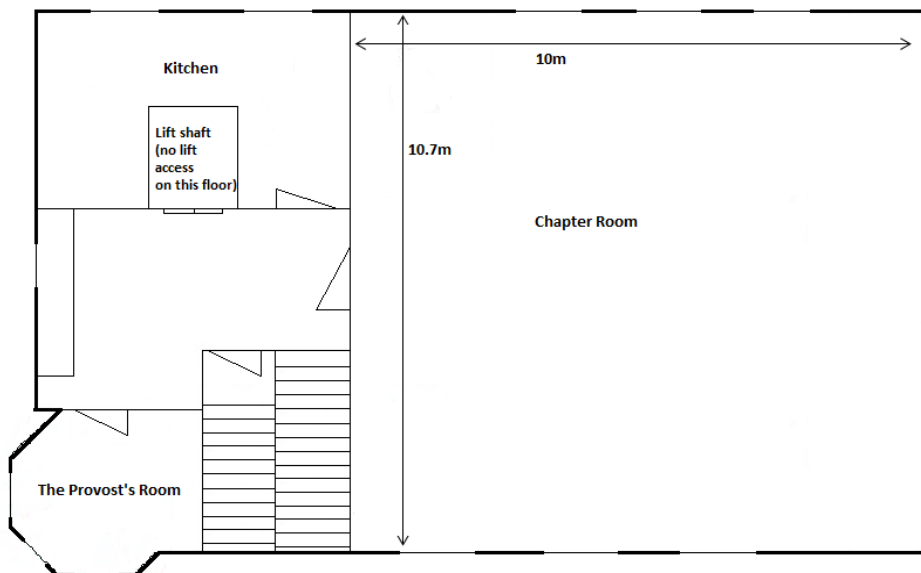
Ground Floor Plan



First Floor Plan



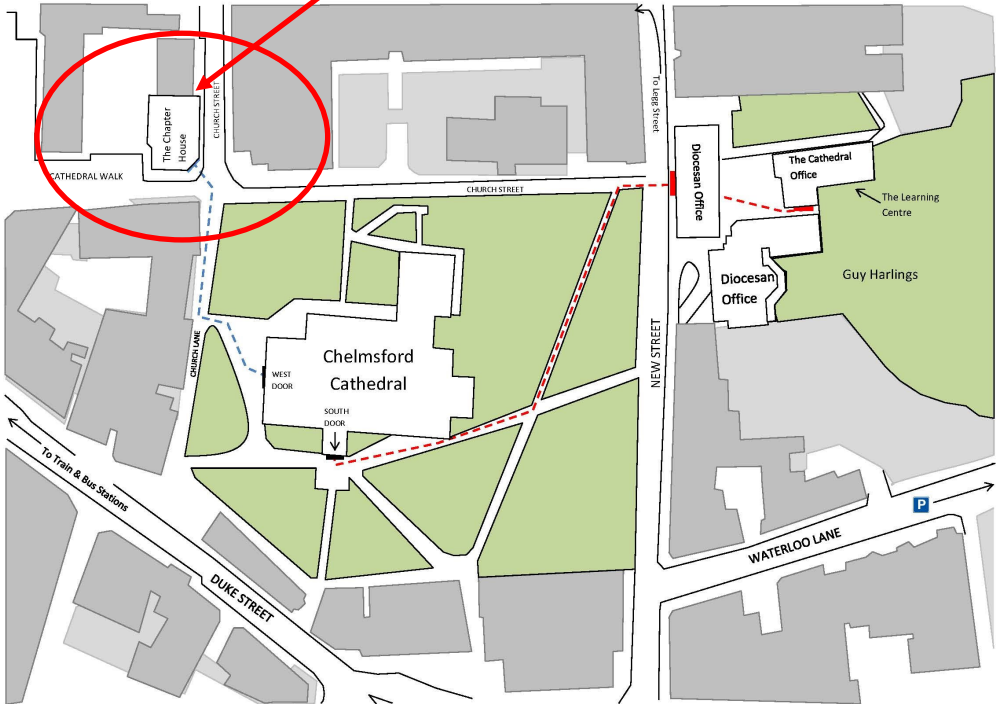
Second Floor Plan



Location Details

Chapter House
Cathedral Walk
Chelmsford
Essex
CM1 1NX

Chapter House



CHELMSFORD
CATHEDRAL

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