



# GlasgowLife

GLASGOW'S BEST  
VENUES FOR HIRE



CITY HALLS



**City Halls & Old Fruitmarket  
Candleriggs  
Glasgow, G1 1NQ**

**VenueHire@glasgowlife.org.uk  
[www.glasgowlife.org.uk/venue-hire](http://www.glasgowlife.org.uk/venue-hire)**

# OUR VENUE

## City Halls

City Halls is the oldest purpose built performance and meeting space in Glasgow and has undergone an extensive £15 million redevelopment which has enhanced the beauty of the original features whilst maximising and modernising the Halls' excellent multi-purpose facilities.

The meeting rooms and conference spaces within the complex are suitable for hosting from 15 – 400 delegates.

The venue lies right in the heart of the Merchant City, Glasgow's arts and culture quarter.

The Grand Hall is a lavish formal auditorium with world-renowned acoustics, raked seating and balcony. It offers the perfect setting for formal awards ceremonies and presentations. The Grand Hall seats up to 936 delegates and you can rest assured that every one of them will have a good sightline to the stage, whilst sitting in comfort.

The Recital Room is a bright, self-contained, rectangular room which can host a conference for up to 120 delegates. There is no fixed staging, allowing you to customise the layout to suit your needs. The Recital Room is also a very popular venue for wedding ceremonies and receptions.

The Club Room is also a self-contained rectangular room which is ideal for boardroom meetings for up to 15 people and can host meetings in a theatre style layout for up to 50 delegates. This venue can also accommodate receptions for up to 50 delegates.

The iconic grand staircase and promenade area are also available to host drinks receptions.

## Old Fruitmarket

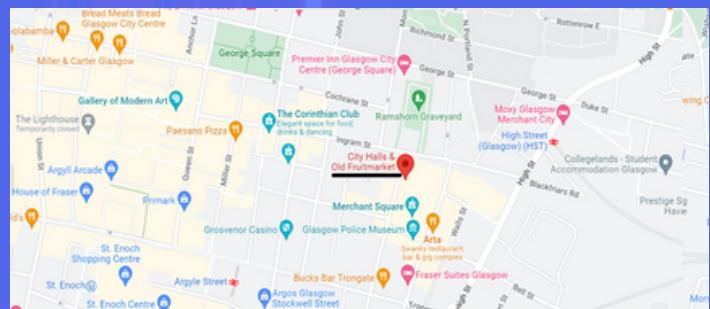
The Old Fruitmarket is a venue with huge character with its lofty vaulted roof, listed cast iron columns, original signage and balcony. Part of the City Halls complex it is an incredibly versatile venue which can host product launches, awards ceremonies and trade fairs as well as theatre events, banquets, concerts, ceilidhs, fashion shows and weddings.

The Old Fruitmarket building has been extensively refurbished giving this iconic venue a new lease of life. It has since played an important role in hosting many of the city's key cultural events and celebrations.

The atmospheric Old Fruitmarket can host major events and the venue lies right in the heart of the Merchant City – Glasgow's arts and cultural quarter.

The Victorian architecture creates a visually dramatic setting for any event. Prepare to be caught under the spell of this hugely versatile and atmospheric venue as soon as you walk through its doors. This spacious and entrancing venue has kept all of its period charm after its extensive refurb as part of the City Halls complex development.

## WHERE TO FIND US



# THE OLD FRUITMARKET



Please pass on my thanks also to your fantastic staff, front of house, bar & catering, sound & lighting and anyone else who I may have omitted.

The venue was stunning and your staff are an absolute credit, they couldn't have been more helpful.

Lorraine (Barrat Homes)

This iconic venue, nestled within the City Halls complex, is a testament to Glasgow's rich heritage and vibrant cultural scene. The Old Fruitmarket boasts an awe-inspiring interior adorned with lofty vaulted ceilings, elegant cast iron columns, and vintage signage that pays homage to its storied past.

This remarkable venue will effortlessly adapt to your event needs. From product launches, awards ceremonies, and trade fairs to banquets, concerts, ceilidhs, fashion shows, and weddings – The Old Fruitmarket is your canvas for creativity.

Extensively refurbished, this cherished landmark has been reborn, becoming a centerpiece for the city's cultural events and celebrations. Its rich history seamlessly merges with modern amenities, ensuring every event is a memorable occasion.

Along with the iconic fairy lights and festoons, available to illuminate your event, we have a full-range of high-quality, modern AV on-site and available for hire. We work with numerous external suppliers as well, and we welcome you providing your own individually supplied dcor to create a truly unique look.

The Victorian architecture creates a visually dramatic backdrop and wonderfully showcases Glasgow's period charm.



Our exquisite Recital Room offers a combination of beauty and functionality. This hidden gem is more than just a meeting space; it's a captivating canvas for your gatherings, be it meetings, workshops, presentations or private receptions.

From its intricately designed architecture to its opulent decor, every detail is a testament to sophistication. While its flexible layout and spacious design make it the perfect backdrop to create an unforgettable occasion.

Along with a classic setting, we offer a full range of modern, quality AV equipment to bring your event to life. On the day of your event you will be supported throughout by our professional and experienced Technicians, to ensure a smooth and seamless experience.

## RECITAL ROOM

I just want to say thank you from myself and Angelene to you and your team for the excellent organisation for the training this week.  
Jen (MAAPA Workshop)

The bright, modern and welcoming Candleriggs Bar is an ideal accompaniment to any reception or function.



I received fantastic feedback from Cities Today Institute and from all of our visitors about the quality of the venue, the AV, and the catering. It was all perfect, and it all contributed to a very successful event that left guests with a very good impression of Glasgow. Thank you so much!  
Colin (Cities Leadership Forum)

Available as a breakout space or an ancillary room, the Club Room is a perfect location for smaller more intimate meetings. Ideal as a group workshop, board meeting or interview room, it once again showcases the versatility on offer throughout the venue.

# LAYOUTS & CAPACITY



	THEATRE	CABARET	BOARDROOM	BANQUET	RECEPTION
OLD FRUITMARKET	<b>545</b>	<b>300*</b>	--	<b>250</b>	<b>400</b>
RECITAL ROOM	<b>120</b>	<b>56</b>	<b>35</b>	<b>70</b>	<b>120</b>
CLUB ROOM	<b>50</b>	<b>30</b>	<b>20</b>	--	--
CANDLERIGGS BAR	--	--	--	--	<b>120</b>

\*without a dancefloor. Capacity 250 with dancefloor.

# VENUE HIRE RATES

## Old Fruitmarket

£3350+VAT

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Seated Dinners charged at £9.00+VAT pp  
- (minimum charge of £1800+VAT)

## Recital Room

£625.00+VAT (Day Hire 0800-1700)

## Recital Room and Candleriggs Bar

£780.00+VAT (Day Hire 0800-1700)  
£1600.00+VAT (Evening Hire 1800-0030)

## Candleriggs Bar

£625.00+VAT (Day Hire 0800-1700)

## Club Room

*Available as an ancillary room and  
dependant on building operations*

£160.00+VAT

## BUILDING OPENING HOURS & VENUE HIRE SURCHARGES 2024

Our building closing hours are event dependent. Access for a full day hire is from 8am, If your event requires your booking to be earlier than this a surcharge of £150.00+VAT per hour will apply (from 6am). The latest finishing time for a private event in the Old Fruitmarket is 12:30am.

# AUDIO VISUAL EQUIPMENT

## Old Fruitmarket

Staging:	Fixed staging area (8.9m wide, 6m deep and front of stage 1.31m high)
Sound Op:	£300.00+VAT (mandatory if using in-house system)
Radio Mics:	£75.00+VAT per unit
Lighting tech:	£300.00+VAT (mandatory)
Fairy Lights on Pillars:	£200.00+VAT
Canopy Lights:	£250.00+VAT
Both Light options:	£400.00+VAT
Candelabra:	£75.00+VAT (30 available)
LED Tealights:	£75.00+VAT

## Recital Room

PA System:	£300.00+VAT (includes fixed mics)
Radio Mics:	£75.00+VAT per unit
Projector:	£100.00+VAT
Piano Hire:	£180.00+VAT – includes 1 tuning

## Ancillary Spaces

PA System:	£300.00+VAT (includes fixed mics)
Radio Mics:	£75.00+VAT per unit
Projector:	P.O.A

## Additional Charge Items

White Table Linen:	£6.95+VAT
Photocopying:	£12p per A4 sheet
Flipchart, pads and pens:	£30+VAT

Please note, for the rooms above you are welcome to bring in your own AV Equipment. Details must be provided in advance for sign off from the Event Coordinator, ensuring that all kit is PAT tested.





See attached menus for full details.

Minimum numbers and linen costs (£6.95+VAT per sheet) may apply.

All of our catering is supplied by the award winning Encore Hospitality Services. They have a range of pre-set menus for every occasion; from small meetings to 3 course banquets, which our team of Event Coordinators can supply on request.

Should you have any specific requests, not covered by our menus, please let us know and we will work with the catering team to best offer alternatives.

We can accommodate for all of your guests dietary requirements, but please provide notification prior to the event so we can offer alternative options.

Menu choices to be confirmed 14 days in advance of the event. Final numbers dietary requirements to be confirmed 10 days in advance of the event.

### **Day Delegate Rate**

Finger buffet lunch - £34.00+VAT

Fork buffet lunch - £38.50+VAT

Water on tables

Arrival tea, coffee and fresh pastries

Mid-morning tea, coffee and Border Biscuits

Chef's choice buffet with tea and coffee

Fruit juice & mineral water served with lunch

### **Finger Buffet**

Any 3 items - £17.95+VAT

Any 4 items - £20.95+VAT

Any 5 items - £24.00+VAT

### **Hot & Cold Fork Buffet**

Options from £31.50+VAT

### **Fixed Price Menu Selection**

2 course meal with coffee - £45.00+VAT

3 course meal with coffee - £55.00+VAT

### **Canapes**

Options from £13.25+VAT per person

## DISABLED ACCESS

The City Halls and Old Fruitmarket is a fully accessible building. Access for all guests attending an event is via the main entrance at Candleriggs.

## CANCELLATION POLICY

**Cancellation 12 weeks or more prior to event:**

- Deposit non-refundable (Full Venue Hire)

**Cancellation less than 12 weeks, but more than 6 weeks prior:**

- Deposit non-refundable (Full Venue Hire)
- 25% of total Catering booked is chargeable

**Cancellation less than 6 weeks prior:**

- Deposit non-refundable (Full Venue Hire)
- 50% of Catering booked is chargeable

**Cancellation less than 2 weeks prior:**

- Deposit non-refundable (Full Venue Hire)
- 100% of Catering booked is chargeable

## SECURING YOUR BOOKING

If you would like to secure the booking, a Deposit Request will be sent to you from our Finance Team at Head Office. Your Deposit will comprise of your full room hire rate (which is non- refundable). Additionally, on receipt of your confirmation you will be issued with a Contract Copy. You would then print, date and sign two copies retaining one for your files and returning the other by post to the venue or scanned and returned by email, with the required information below.

- Type of Event
- Event Title
- Event On Site Contact (on the day including mobile tel no.)
- Event Schedule (Including get in/get out time/ start & finish times)
- Room Set Up Requirements (Standing/ Cabaret etc) and for how many people
- AV Hire Requirements
- Catering Requirements (including service times)
- Full Invoice Address (including postcode, contact name and telephone no.)

All prices subject to change.