

SHOREDITCH TOWN HALL

'Lighting up Shoreditch'

ROOM HIRE INFORMATION

Shoreditch Town Hall
380 Old Street
London EC1V 9LT

t: 020 7739 6176

f: 020 7729 8909

e: frontdoor@shoreditchtownhall.org.uk

www.shoreditchtownhall.org.uk

more light



THE ASSEMBLY HALL

The Edwardian grandeur of the Assembly Hall is ideal for larger events. There is a stage, a 100 amp 3-phase lighting supply, and a nearby preparation/storage area (The Buffet) for caterers.

21.50m X 18.10 m
CAPACITY:
 Theatre style 600+
 Reception 800
 Dinner 400
 Dinner/Dance 350



THE COUNCIL CHAMBER

The Victorian Vestry Hall, dating from 1865, has been fully restored to its original splendour and offers a unique and flexible setting for a variety of events, including receptions and launches.

17.50m X 8.90m
CAPACITY:
 Theatre style 120
 Reception 200
 Dinner 120
 Dinner/Dance 80



THE MAYOR'S PARLOUR

Adjoining the Council Chamber via a set of double doors, the Mayor's Parlour offers a useful ante-room or breakout area. It can also be used on its own for smaller meetings and events.

9.80m X 7.10m
CAPACITY:
 Theatre style 50
 Reception 60
 Boardroom 30



THE LARGE COMMITTEE ROOM

This airy room with its high ceiling and wood laminate floor has an upright piano, making it suitable for rehearsals, auditions and dance classes as well as meetings and seminars.

12.40m X 6.40m
CAPACITY:
 Theatre style 75
 Reception 80
 Boardroom 40



THE MEDIUM COMMITTEE ROOM

Adjoining the Large and Small Committee Rooms via connecting doors, this carpeted room can be used on its own or with the other two Committee Rooms for meetings and training events.

8.00m X 6.10m
CAPACITY:
 Theatre style 30
 Reception 40
 Boardroom 20



THE SMALL COMMITTEE ROOM

This simple carpeted room, with a marble fireplace, can be used with the other two Committee Rooms, or on its own for smaller meetings. There is a meeting table seating up to 12 people.

6.15m X 5.20m
CAPACITY:
 Theatre style 15
 Reception 20
 Boardroom 12

OTHER SPACES FOR HIRE

Other rooms, including areas of the basement and the former Caretaker's Cottage, are available to hire for activities such as art exhibitions, film and photography shoots. Prices vary, depending on the nature of the event.

EQUIPMENT AVAILABLE FOR HIRE

(prices on application):

OHP

2 screens

Projector (hirers must provide their own laptops)

Flip chart easels

Portable PA (suitable for voice amplification only)

Portable TV/DVD

CD Player

VCR

2 catering urns (8 litre capacity)

Folding chairs and a limited number of trestle tables are included in the room hire charges. There is a meeting table in the Small/Medium Committee Rooms. Hirers are free to hire other furniture or equipment from suppliers of their choice.

An upright piano is available free of charge; hirers are responsible for tuning and moving the piano between rooms if required.

CATERING

Hirers can use any caterers of their choice.

We do not have preferred suppliers, but can put you in touch with companies who have worked at the Town Hall. An advance visit to see the facilities is essential. There is no kitchen on site; caterers have access, at a small extra hourly charge, to the Buffet/Servery, which has power and hot & cold water. All cooking and food preparation must be carried out offsite.

WEDDINGS AND CIVIL PARTNERSHIP CEREMONIES

The Assembly Hall, Council Chamber, Mayor's Parlour, Large, Medium and Small Committee Rooms are all licensed for wedding and civil partnership ceremonies. Registrars (who will conduct the ceremony and handle the legal requirements), need to be booked separately via the London Borough of Hackney Register Office (Tel: 020 8356 3000).

FILMING AND PHOTOGRAPHY

Please contact Amazing Space (020 7251 6661) with any enquiries about using Shoreditch Town Hall as a location for film, TV or photography.

ACCESS

All ground floor rooms are fully accessible for wheelchair users. There is a lift from the pavement to the top of the entrance steps and an adapted WC next to the Council Chamber. At present, access to the upper floors is via a flight of stairs. Assistance can be provided if required; please let us know when booking.

TERMS AND CONDITIONS

All hires must be confirmed in writing and a deposit paid to secure the booking. Full payment, with a returnable damages deposit, must be received before the event. A contract, outlining full terms and conditions, will be issued as soon as written confirmation of a booking is received.

DISCOUNT HIRE CHARGES

Discount rates, (details on request), are available to UK registered charities, certain not-for-profit organisations and local residents (living in the London Borough of Hackney or within one mile of Shoreditch Town Hall). Residents' rates are for private/family events only, and not for business events. Proof of eligibility for discounted rates will be required.

HIRE TIMES

Hire charges apply to all the hours booked, including time required for setting up events and clearing the room(s) completely at the end of the hire period.

Events must end by 11 p.m. (with the building cleared by midnight) Sunday – Thursday, and by midnight (clear by 1 a.m.) on Friday and Saturday.

STAFF CHARGES

Events taking place after 6 p.m. on weekdays and all day at weekends and on Bank Holidays will incur staff charges, to cover the cost of a Duty Manager and building security. Additional staff may be required for certain events – we will discuss this with you at the time of booking.

Photo of the Assembly Hall © Monsoon Weddings, our Asian Wedding partners T 0800 169 1701
Photo of the Council Chamber © Launch Pad Events, our Christmas Party partners T 020 7613 5533

Shoreditch Town Hall Trust is a Registered Charity no: 1069617

More Light, More Power™ is the registered Trade Mark of Shoreditch Town Hall Trust.

SHOREDITCH TOWN HALL HIRE CHARGES 2007

| ROOMS | MONDAY - THURSDAY | | | |
|------------------------------------|--------------------------------|---------------|-------------------------------|---------------|
| | Full day (maximum 14 hours) | | Hourly rate (minimum 2 hours) | |
| | Full rate | Discount rate | Full rate | Discount rate |
| MAIN PUBLIC ROOMS | | | | |
| ASSEMBLY HALL | £4,000 | £POA | £350 | £POA |
| BUFFET/SERVERY | £600 | £POA | £50 | £POA |
| COUNCIL CHAMBER | £3,000 | £POA | £280 | £POA |
| MAYOR'S PARLOUR | £500 | £POA | £45 | £POA |
| ALL FOUR ROOMS | £6,500 | £POA | £650 | £POA |
| COMMITTEE / COMMUNITY ROOMS | | | | |
| LARGE COMMITTEE ROOM (max 75) | £550 | £POA | £60 | £POA |
| MEDIUM COMMITTEE ROOM (max 20) | £350 | £POA | £30 | £POA |
| SMALL COMMITTEE ROOM (max 10) | £200 | £POA | £25 | £POA |
| ALL THREE ROOMS | £1,000 | £POA | £90 | £POA |
| ROOMS | FRIDAY – SUNDAY, BANK HOLIDAYS | | | |
| | Full day (maximum 14 hours) | | Hourly rate (minimum 2 hours) | |
| | Full rate | Discount rate | Full rate | Discount rate |
| MAIN PUBLIC ROOMS | | | | |
| ASSEMBLY HALL | £4500 | £POA | £400 | £POA |
| BUFFET/SERVERY | £650 | £POA | £60 | £POA |
| COUNCIL CHAMBER | £3,500 | £POA | £300 | £POA |
| MAYOR'S PARLOUR | £650 | £POA | £60 | £POA |
| ALL FOUR ROOMS | £7,000 | £POA | £750 | £POA |
| COMMITTEE / COMMUNITY ROOMS | | | | |
| LARGE COMMITTEE ROOM (max 75) | £700 | £POA | £60 | £POA |
| MEDIUM COMMITTEE ROOM (max 20) | £500 | £POA | £45 | £POA |
| SMALL COMMITTEE ROOM (max 10) | £300 | £POA | £30 | £POA |
| ALL THREE ROOMS | £1,400 | £POA | £120 | £POA |

All prices listed are valid for bookings confirmed, with a deposit paid, by December 31st 2007

Prices listed exclude VAT, which will be added at the current rate.

Full day rates apply to a maximum of 14 hours between 8a.m. and midnight. Additional hours and any hours outside these times will be charged at the appropriate hourly rate (subject to a minimum charge of two additional hours).

Rates for bookings of 3 or more consecutive days may be negotiable at the discretion of Shoreditch Town Hall Trust.