

SHOREDITCH TOWN HALL

'Lighting up Shoreditch'

ROOM HIRE INFORMATION

Shoreditch Town Hall
380 Old Street
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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 63 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,, 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

Projector (hirers must provide their own laptops)

Flip chart easels (hirers must provide paper and pens)

Portable PA (suitable for voice amplification only)

Portable TV/DVD

CD player

VCR

Folding chairs and a limited number of trestle tables are included in the room hire charges. There is a meeting table in the Small Committee Room. 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 AND SUPPLIERS

We can put you in touch with a range of listed caterers and suppliers who have worked at the Town Hall and know the building. There is no kitchen on site; caterers have access, at a small extra hourly charge, to the Buffet/Servery, which has local power and hot & cold water. All cooking and food preparation must be carried out offsite. If you would like to use your own caterer or supplier, an advance visit to view the facilities is essential.

WEDDINGS AND CIVIL PARTNERSHIP CEREMONIES

The Assembly Hall, Council Chamber, Mayor's Parlour, Basement and 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. A powered stair-climber is available to provide access for wheelchair users to the first floor Assembly Hall. Please let us know your requirements when booking.

TERMS AND CONDITIONS

All hires must be confirmed in writing and a deposit paid to secure the booking. Full payment in cleared funds, and 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.

DISCOUNTED HIRE CHARGES

Discounted rates 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 apply to private/family events only,(e.g. weddings or birthday parties) and not to business, charitable or commercial events. Proof of eligibility for discounts 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 AND CLEANING CHARGES

Events taking place after 6p.m. on weekdays and all day at weekends and on Bank Holidays will incur staff charges of £35 (+VAT) per hour to cover the cost of a Duty Manager and building security. Additional staff may be required for certain events.

There may also be charges for cleaning, rubbish removal and glass recycling, depending on the event. We will discuss all charges with you and provide a detailed quote at the time of booking.

Photo of the Assembly Hall © Monsoon Weddings, our Asian Wedding partners T 020 7247 0688

Photo of the Council Chamber © Launch Pad Events.

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