

Town Hall Venue Hire Charges

Event Space Hire fees will be charged per whole hour.

Event Room	Minimum hire period (hours)	Hourly rates (£)		
		Off-Peak	Peak	Premium
Assembly Hall, Foyer, Bar & Kitchen Area	4 hours	220	360	425
♦Courtyard (Summer Fri & Sat 5-9pm only)	4 hours	N/A	N/A	300
Chamber & Ante-Chamber	4 hours	200	300	400
Ante Chamber	4 hours	120	200	300
Mayor's Heritage Suites – 3 rooms combined	4 hours	170	280	350
Mayor's Heritage Suites – 2 rooms combined	2 hours	120	200	300
Mayor's Heritage Suite – 1-20 or 1-22	2 hours	75	120	200
Mayor's Heritage Suite – 1-21	2 hours	50	80	120
Suite 16 & adjoining small kitchen	2 hours	120	200	300
The Circular Hall (located on the 1 st floor)	2 hours	100	160	220
*Community room G-16	1 hour	25	25	25
*Community room G-01	1 hour	40	40	40

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daytime 7am to 6pm	Off-peak					Peak	
Evening 6pm to 11pm	Peak				Premium		Peak
Late 11pm to 2 am	Premium						

The event hire fee is for the basic dry hire of the space (s), and does not include costs of any audio visual equipment, catering or other event suppliers, registrar's fees, corkage / bar fees, cloakroom service or charges for additional event security, cleaning the room, event management or similar event or venue related services.

♦Courtyard is available as an add-on booking with the Assembly Hall only (summer months on Friday and Saturday 5pm – 9pm)

Additional costs with your dry hire:

Security costs will be £117.00 per staff member (One security staff member per 100 guests required)
 Cleaning costs will be from £103.00 post event (subject to cleaning requirements) A variable damage deposit will be required for all bookings. This deposit will be refundable after the event unless damage or unplanned services are required such as cleaning and repairs, in which case the whole deposit will be retained. Bookings of 2 hours or less in the community rooms will not require a damage deposit.

Discounts applied with your dry hire:

A discount of 50% on the core hire fee will be applied to Lambeth community/charity use. This discount is only applicable within off-peak hours, or during peak evening hours Monday to Thursday.

*Hire fees for the two community rooms are shown at an already discounted rate.

For event hire enquiries please visit the website www.eventlambeth.co.uk/lambethtownhall and fill out a Venue Booking Enquiry Form. We will respond to you within 10 working days on receipt of your enquiry.