

Town Hall Venue Hire Charges 2019

Event Space Hire fees will be charged per whole hour.

Event Room	Minimum hire period (hours)	Hire Rates Per Hour (£)		
		Off-Peak	Peak	Premium
Assembly Hall	4 hours	220	360	425
Main Reception Area	4 hours	N/A	N/A	300
Outside Courtyard (Summer Fri & Sat 5-9pm only)	4 hours	N/A	N/A	300
Chamber & Ante-Chamber	4 hours	200	300	400
Ante-Chamber only	4 hours	120	200	300
Mayor's Heritage Suites – 3 suites combined	4 hours	170	280	350
Mayor's Heritage Suites – 2 suites combined	2 hours	120	200	300
Mayor's Heritage Suite 20 or 22	2 hours	75	120	200
Mayor's Heritage Suite 21	2 hours	50	80	120
Event Suite 16	2 hours	170	280	350
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

The event hire fee is for the basic dry hire of the space (s), and only includes the tables, chairs and standard room set up as per room description. It 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. Bank Holiday prices are available on request.

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 or the Circular hall will not require a damage deposit if there are no food & drink.

A discount of 50% on the core dry hire fee will be applied to Lambeth community group/charity use and 25% for Non-Lambeth 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.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daytime 8am to 6pm	Off-peak					Peak	
Evening 6pm to 11pm	Peak				Premium	Peak	
Late Night 11pm to 2 am	Premium						

Additional Costs with your dry hire	Prices £
Security Costs (One security staff member per 100 guests required)	From £19 per hour per staff
Cleaning Costs (post event per room subject to cleaning requirements)	From £100 (3 hours)
Optional Extras / Supplements for your hire	Prices £
Microsoft Surface Hub Screen in the meeting rooms	£50
Video Wall use in the hall Including PA speakers and 2 radio microphones in the Hall	£300
PA speakers and radio microphones in the Hall only	£200
Audio Visual Dry Hire Packages & Event Support available on request	POA
Wireless Battery LED Par Can Room Multi-colour Uplighters – Box of 10 including Setup	£250
IT Technical Support	£85
Bespoke Designed Floor Plan + one revision	£75
Dedicated Event Manager to support and deliver your event	£150 - £250 per day
Cloak Room Services	£25 per hour
Non Accredited Caterers (this is if you bring in your own caterers)	£300 - £500
Additional Table Hire (delivery and collection charges will apply on top of hire)	POA £4.50 - £7.50 per table
Banqueting Chair Hire (delivery and collection charges will apply on top of hire)	POA £1.90 - £4.00 per chair
White Table Clothes	£12.00 each
Registrar fees for ceremonies taking place in the Town Hall primary event spaces. Payable to the Registrar's Office on booking your registrar for your wedding ceremony.	
Monday – Thursday	£416.00
Monday – Thursday after 4pm	£516.00
Friday & Saturday	£516.00
Friday & Saturday after 4pm	£621.00
Sunday & Bank Holidays	£621.00

For event hire enquiries please visit the website www.eventlambeth.co.uk/lambethtownhall and fill out a Town Hall Booking Enquiry Form. We will respond to you within 5 working days on receipt of your enquiry.