

Grand Hall



For more than one hundred years the spectacular surrounds of the Grand Hall have played host to a wealth of events. In its original incarnation as the principle public space of Battersea Town Hall numerous momentous civic occasions took place here alongside concerts, dances and movie screenings.

On arrival guests enter a stunning glass domed foyer with adjacent bar, an ideal space for drinks and refreshments, before moving into the hall itself. The ample stage is the perfect platform for presentations and entertainment with a built in PA system, rigging for AV equipment and male and female dressing rooms with showers and toilets. In addition to natural light provided by 10 large windows the hall is equipped with a variety of flexible lighting solutions, enabling any design to be implemented. The hall is flanked by airy corridors, useful additional space for a buffet or as break out room, and there is a fully equipped kitchen for your choice of caterer.

Able to accommodate up to 600 for a standing reception, 550 theatre style and 400 in a cabaret layout its size allows for flexibility and originality when planning your event, be it conference, exhibition or wedding.

HALF DAY HIRE

You can hire the space for a 6 hour slot between the times of 8am – 6pm

Monday – Friday £900

OFF PEAK (Oct – May):
Saturday & Sunday £1,550

PEAK (June – Sept)
Saturday & Sunday £1,650

FULL DAY HIRE

You can hire the space for a 10 hour slot between the times of 8am – 6pm

Monday – Friday £1,550

OFF PEAK (Oct – May):
Saturday & Sunday £2,600

PEAK (June – Sept):
Saturday & Sunday £2,900

EVENING HIRE

During our premium evening times you can hire from 6pm - Midnight

Monday – Thursday £1,150
Friday £1.350

OFF PEAK (Oct – May):
Saturday & Sunday £1,550

PEAK (June – Sept):
Saturday & Sunday £1,650

ADDITIONAL HOURS

Monday – Friday: £185

OFF PEAK (Oct – May):
Saturday & Sunday £275

PEAK (June – Sept):
Saturday & Sunday £300
After Midnight: £400

NOTES:

- All rates are inclusive of VAT
- All events in the Grand Hall must be finished by 11pm and the venue vacated by Midnight
- Application for events finishing after midnight will be considered at our discretion and are subject to approval by the local council
- We do not hire the space for 16th – 21st birthday parties
- Deposits are required on all bookings. Please see 'Hire Information' document below for deposit prices.
- There will be a mandatory meeting 2 weeks prior to the event in which we will confirm all arrangements and requests with you.

Event Package

Grand Hall

Monday – Thursday	£2,100
Friday	£2,540
Saturday (Oct – May)	£3,000
Saturday (June – Sept)	£3,200
Sunday (Oct - May)	£2,850
Sunday (June – Sept)	£3,100
Bank Holiday	£4,000
New Year's Eve	POA

This package includes

- A hire of 12 hours (which includes preparation and function time)
- The use of our PA and up to 2 microphones for basic DJ set up, speeches and recorded music
- A built in catering surcharge, enabling you to bring in a caterer of your choice
- Duty Management personnel (based on numbers attending) to ensure the smooth and safe running of your event
- The provision of tables and chairs, to be laid out in accordance with your requirements
- Technician for 8 hours

Please note:

BAC holds the liquor licence for the building. All bar and drink related information can be found in the 'Hire Information Pack'.

There will be a mandatory meeting 2 weeks prior to the event in which we will confirm all arrangements and requests with you.

Grand Hall Hire Information

Hall Capacity

Theatre Style	550
Dinner(set up on round tables seating 10)	400
Reception	600
Classroom	200

Hall Dimensions

Hall Length	28m
Hall Width	17m
Stage	11m x 6m

Hire Hours

8:00am – Midnight.

Events must finish at 23:00 and the premises vacated by midnight.

Applications for events finishing after these times will be considered at our discretion and are subject to approval by the council.

Hire Rates

Please see rates document for hourly rates, event package information and extra equipment hire.

Included in Hire

Duty Management personnel (based on numbers attending) to ensure the smooth and safe running of your event,

Tables and chairs laid out in the Hall, according to your requirements, prior to your event.

Furniture Available

5ft round tables

6ft trestle tables

Chairs, maroon cushioning, gold frame

We do not provide Banqueting chairs however you can hire these in from an outside supplier if you require them.

Toilet Facilities

Ladies toilet has 6 cubicles

Men's toilet has 3 cubicles, 6 urinals

1 disabled toilet is located in the west corridor of the Grand Hall

Bar Facilities

BAC and its agents have *sole and exclusive rights* to operate the bar facility and to sell alcohol on the premises.

BAC Bar

BAC can provide a cash run bar for any event, including bar staff.

Minimum Spend

A minimum spend of £500 must be guaranteed by an additional refundable deposit of £500. The £500 minimum spend is based on a four hour bar, if the hirer requires additional hours or a late bar the minimum spend will be increased by £100 per hour.

Bar Tab

A £500 minimum tab will need to be paid in advance. Once this £500 has been reached a cash bar can then be run or the tab increased (a credit card will be required behind the bar to secure this)

Drinks Menu

Unless otherwise specified the bar will provide a selection of bottled beers, wines and spirits all of which will be served in plastic glasses. Special requests need to be discussed with the Bar Manager in advance and all bar details will be confirmed in writing.

Bar Waiver Fee (to bring in your own alcohol)

A bar waiver fee of £500 will be applied to a booking if the client is intending on providing their own alcohol to **give** to their guests. When bringing in alcohol the hirer is responsible for supplying glassware and staff or we can provide a quote to supply these. All fees will be confirmed in writing and payments must be made in advance by cheque.

Catering

Catering Surcharge (to bring in your own caterers of choice)

The Hirer may engage a caterer of his/her choice provided that a catering surcharge is paid in advance at the same time that the balance of the hire fee falls due. This surcharge is applicable whenever food or soft drinks are consumed on the premises. The surcharge is 25% of the hall hire price. If the event package is being paid for this is included, please see rates documents. Outside caterers must affect public liability insurance of at least £2,000,000.

Loading/unloading from the Theatre Street fire exit between 10pm and 8am is strictly forbidden.

Catering Facilities

- 1 x chest freezer (located in bar)
- 2 x fridges
- 2 x cookers with 10 hot plates (gas)
- 2 x warmers

BAC Catering

We can provide various catering options so please enquire with the events team for further information and a quote.

Technical

PA Hire

PA hire at an additional cost of £200 (inc VAT).

Technical Support

Technicians can be provided for events at an additional cost of £20.70 per hour (inc VAT). There is a minimum of a 4hrs call time for Technicians.

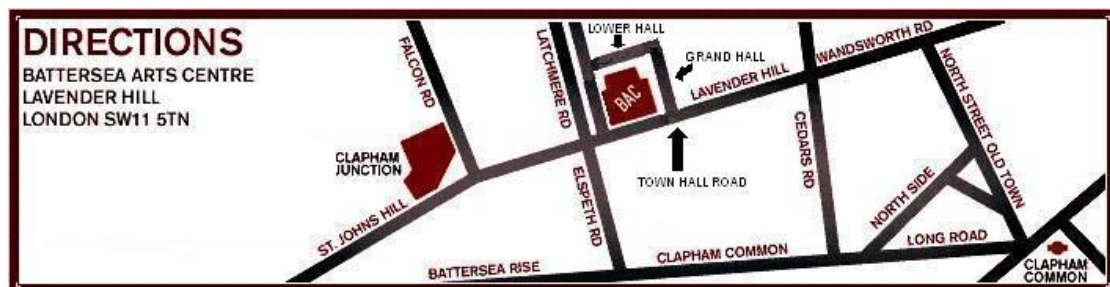
Refundable Security Deposit

A refundable security deposit of £500 will be required prior to the event (additional to hire rates). This deposit will be held against any damage or breach of contract which may occur. If the venue is vacated on time and in a satisfactory condition then the deposit will be refunded to you within 14 days of your event. Please note that it is the hirer's responsibility to clear all surface rubbish, including food and decorations, from the premises. Our cleaners are only responsible for deep cleaning after an event.

Location and Parking

Parking Facilities

Parking on Town Hall Road is subject to availability, BAC cannot guarantee parking. At full capacity the road holds approx. 25 parking spaces. There are roads adjacent to Lavender Hill where clients can park free of charge.



Other Information

Public Liability

For all public events, hirers are advised that Public Liability Insurance of £5,000,000 is compulsory.

PRS (Performing Rights Society)

This does not apply to any family event such as birthday celebrations or weddings. Otherwise PRS royalties are due in advance for any function at which live or recorded music is played. This fee is forwarded annually to the Performing Rights Society. The performance of live or recorded music at any

function must cease one hour before the end of the function ie the time recorded in writing on the booking form.

Invitations and Advertising

Posters and advertising must be approved by BAC. All posters and tickets in connection with the function shall carry the words 'The right of admission is strictly reserved to BAC and the Hirer'. All advertising material and invitations should clearly state the location of the event as Grand Hall or Lower Hall (as applicable), BAC. The entrance to the Grand Hall and Lower Hall are on Town Hall Road.

