

# Lower Hall



The smaller of our two halls, the Lower Hall retains much of its original character. The ceiling is adorned with the motto of Battersea Town Hall – “Non Mihi, Non Tibi, Sed Nobis” (Not for me, not for you, but for us) – a fitting inscription for a room that once provided shelter for the citizens of Lavender Hill during the Blitz.

With a private entrance at the rear of the building the Lower Hall is fully self-contained with its own foyer, cloakroom, kitchen and WC facilities. Ample natural light, a wooden floor and simple décor make it ideal for seminars, workshops and classes during the day. Softer lighting or candles can be used to transform the space in the evenings into an intimate space, perfect for smaller wedding receptions or drinks parties.

## **WEEKDAY HIRE**

*You can hire the space for a 6 hour slot between the times of 8am – 5pm*

Monday – Friday    £415

## **WEEKEND HIRE**

OFF PEAK (Oct – May):  
Saturday & Sunday £725

PEAK (June – Sept)  
Saturday & Sunday £820

## **EVENING HIRE**

*During our premium evening times you can hire from 5pm – 11pm*

Monday – Thursday £500  
Friday                    £600

## **ADDITIONAL HOURS**

Monday – Friday (daytime)	£70
Monday – Thursday (evening)	£85
Friday (evening)	£100

OFF PEAK (Oct – May):  
Saturday & Sunday                    £125

PEAK (June – Sept):  
Saturday & Sunday                    £135

## **NOTES:**

- All rates are inclusive of VAT
- All events in the Lower Hall must be finished by 10pm and the venue vacated by 11pm
- We do not hire the space for 16<sup>th</sup> – 21<sup>st</sup> 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 previous to the event in which we will confirm all arrangements and requests with you.

# Events Package

## Lower Hall

Monday – Thursday	£850
Friday	£950
Saturday & Sunday (Oct – May)	£1,155
Saturday & Sunday (June – Sept)	£1,260

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.

# Lower Hall Hire Information

## Hall Capacity

Theatre Style	180
Dinner(set up on round tables seating 10)	140
Reception	200

## Hall Dimensions

Hall Length	13m
Hall Width	11m
Height	4m

## Hire Hours

8:00am – 23:00.

Events must finish at 22:00 and the premises vacated by 23:00. 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, blue cushioning, silver 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 2 cubicles  
Men's toilet has 1 cubicles, 4 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 £300 must be guaranteed by an additional refundable deposit of £300. The £300 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 £60 per hour.

## **Bar Tab**

A £300 minimum tab will need to be paid in advance. Once this £300 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 £300 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 fridge
- 1 x cookers (electric)
- 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 £100 (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.

