

# REHEARSAL SPACES FOR HIRE AT SHOREDITCH TOWN HALL



**This document gives you information about how you can use our spaces for rehearsals, classes, workshops, meetings, and more, and what's included in the hire fee. You can find out more about the specifics of each of our spaces (including floor plans and capacities) by clicking [here](#).**

As a flagship community venue for the people of Hackney, we offer a heavily reduced rate for charities and not-for-profit organisations based within the borough or within one mile of the Town Hall. Our ongoing support for independent artists and makers is also reflected in subsidised rates that are available on a case by case basis.

**Rates will be provided upon enquiry, and public events are possible by negotiation at separate rates. Please make an enquiry on our website, or by emailing [info@shoreditchtownhall.com](mailto:info@shoreditchtownhall.com)**

# GENERAL INFORMATION

Our regular studio hours are 9am-7pm, Monday-Friday. Hires outside of these hours and on weekends are subject to additional duty management charges.

You can explore Shoreditch Town Hall from the comfort of your own screen through our 3D Tour by clicking [here](#).

Shoreditch Town Hall is committed to providing a welcoming environment, working to positively improve the experience for our visitors with disabilities as much as possible within the limitations of our Grade II listed building.

- We can offer visitors a passenger lift providing step-free access to the basement (The Ditch), ground (Council Chamber, Mayors Parlour) and first floors (Assembly Hall stalls, Large, Medium and Small Committee Rooms). The Assembly Hall balcony and stage and the Old Servery do not have step-free access.
- We have gender-neutral accessible toilets with baby changing facilities.
- We have a nearby loading bay which allows up to 3 hours parking for blue badge holders.
- Find out more about our commitment to Access for All by clicking [here](#).

## INCLUDED IN THE HIRE FEE

- Exclusive use of the space (but not of the venue)
- Use of venue trestle tables and fold out chairs
- Access to our staff kitchen, complete with microwave, sink, kettle, small fridge. We ask that you bring your own supplies
- Free WiFi
- 20 double-sided sheets of black and white A4 printing will be given free of charge (for the entirety of your booking, not per day). After that, printing will be charged at 5p per black and white A4 side and 10p per colour A4 side.



# EQUIPMENT AND SERVICES AVAILABLE UPON REQUEST

The following equipment and services are available upon request, and will be provided if they are available:

- Technical equipment, e.g., PA, Speakers, TV Screen, Projector
- Use of the Goods Lift:

The goods lift entrance is on Rivington Place, EC2A 3BA at the back of the building, it enters into the Old Servery. The lift dimensions are 1.4m wide x 1.6m deep x 2m high, with the door into the Old Servery from the lift measuring 0.9m wide x 2m high. The maximum weight loading for the goods lift is 1 tonne. The largest vehicle that can fit on Rivington Place is a 7.5t rigid.

- Space to load in and load out
- Flipcharts



# THINGS TO NOTE



Shoreditch Town Hall does not have any mirrors or pianos available for hirers. There is a restriction on the use of the Large Committee Room, where no loud/amplified music or large group dance numbers are allowed. Information on each spaces' flooring can be found below:

- Assembly Hall – original sprung wooden floor
- Council Chamber – varnished wooden floor
- Mayors Parlour – varnished wooden floor
- Old Servery – lino
- Large Committee Room – laminate flooring
- Medium Committee Room – carpet
- Small Committee Room – carpet
- Ditch – concrete (parquet in the Garden Studio)

**A minimum of two weeks before the first date of the hire period you will need to provide:**

- General Risk Assessment
- Copy of Public Liability Insurance certificate – this must cover a minimum of £5 million
- Schedule
- Safeguarding policy, if the hire involves children and/or vulnerable adults



# PLAN YOUR VISIT

The nearest underground station is Old Street and the nearest overground station is Shoreditch High Street. You can also get to the Town Hall from London Liverpool Street and Moorgate. Buses stopping nearby include the 26, 35, 47, 48, 55, 67, 78, 135, 149, 242 and 243.

Shoreditch Town Hall does not have any designated parking. The nearest NCP car park is at Finsbury Square.

You must not enter the Town Hall and if you have tested positive for COVID-19.

Find out more by clicking [here](#).



If you can't find the answer to your question or need support with making a booking, please ring us on 020 7739 6176. Phone lines are operated Monday to Friday, 10am-6pm.

**We hope to see you soon!**