



LOCAL LOUNGE

Welcome to Shoreditch Town Hall's Local Lounge – our free space initiative for the local community. Please read this document for information on how to use the space and our venue.

If you need help while you are here, please feel free to talk to our Reception, located in the foyer – or by ringing **020 7739 6176** or emailing **info@shoreditchtownhall.com**

General Information

When you arrive at the building, come up the ramp or front stairs and through the first set of doors. Buzz in at the intercom on the right-hand wall and Reception will let you in. Come and say hello to whoever's on Reception and they will sign you in and let the team know you have arrived. Please sign in and out whenever you leave the building, and let us know when you are done for the day.

A Duty Manager will be on shift to provide support for building maintenance and venue management. You can contact the Duty Manager directly on 07503090271.

The Wi-Fi is *STH_WIFI* and the password is *progress*.

Hosting

If you're inviting participants, the public or anyone else into using the space, please ask them to sign in and out at Reception. We expect you to manage and host anyone you're welcoming into the space. Please feel free to share any of this practical information with them.

Parking and Travel

There is no on-site parking at Shoreditch Town Hall, and on street parking in Shoreditch is near impossible. The nearest NCP car park is at Finsbury Square.

Our nearest tube station is Old Street, a 10 minute walk away. The closest station with step free access is Shoreditch High Street Overground Station, which is 0.4 miles away. Liverpool Street Station is also nearby, a 20 minute walk away.

Buses stopping directly outside the building include the 55, 243 and N55. Other buses stopping nearby include the 26, 35, 47, 48, 67, 78, 135, 149, and 242.

Access

There is a ramp the street to the main foyer, and the Local Lounge is located on the ground floor. We have an accessible toilet on the ground floor.

Our Quiet Space is available during the day for anyone who needs it. This is a signposted room off of the main foyer.

Emergencies

There is a Fire Alarm test every Monday at 11am. If the alarm sounds at any other time please evacuate the building calmly and quickly via your nearest fire exit. Please head to our



Fire Evacuation Point which is outside the front of the building on Old Street. Please do not re-enter the building until a member of staff has informed you it is safe to do so.

There will always be someone available on shift who is First Aid trained. If you have any medical issues that require First Aid, please head to Reception.

Venue and the Space

The space can have up to 40 people standing or 20 seated at tables. Tables and chairs are available in the space. We are unable to give assistance to set up, clear up or run your activity, we ask that you are completely self-contained.

You may bring food into the space, as long as it is included in your activity plan and risk assessment. You can't cook food on site and we don't have a cafe on site. There are some great local restaurants just around the corner from us, ask at Reception for recommendations. You may use the fridges in the Local Lounge space to store food, these are behind the bar. You may also use the sink in the space, this is located in the back, right corner, behind the bar.

If you are running an activity that involves food or that will create mess, you must provide the resources to clear up after yourself. We expect the room to be left as you found it. Where we need to bring in cleaners or remove large amounts of rubbish you will be charged.

Our toilets are gender-neutral and can be found in the foyer. An accessible toilet, with baby-changing facilities, can be found by turning left at the end of the foyer (if you need help finding this, please ask Reception).

You are welcome to use the staff kitchenette which can be found in the 'Gent's Cloakroom', off of the main foyer. There is a microwave, fridge, and a kettle, and we ask that you bring your own supplies and leave it clean and tidy.

We can supply Tea and Coffee making facilities. This must be pre-arranged at least one week in advance and is subject to availability. The cost will be recharged to you, at £2 per person.

We can open up the bar in the Local Lounge, for a £50 minimum spend. This must be pre-arranged at least one week in advance.

Please don't use tape, blue tack, pins etc. on the walls or floors of the space. If the space is damaged you will be charged.



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TOWN HALL

OLD STREET, LONDON, EC1

Please leave the space as you found it. Any cleaning we need to do after the event will result in a charge for you.



380 OLD STREET, LONDON EC1V 9LT
T: 020 7739 6176 F: 020 7729 8909
E: INFO@SHOREDITCHTOWNHALL.COM
WWW.SHOREDITCHTOWNHALL.COM