

EVENTS GUIDE



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INTRODUCTION

Shoreditch Town Hall is primarily a dry hire venue offering hirers the unique opportunity to put on a range of creative events.

Our Grade II listed building is fully equipped to suit any event, from receptions, dinners, conferences and awards, to immersive launches in The Ditch.

This guide will tell you more about how to operate in our building and what additional services and facilities we offer, as well as access and license information to ensure that your event runs smoothly.

Contact our events team on **info@shoreditchtownhall.com** for a bespoke quote or to with any event specific questions that we can help with.



Rouge Events: A Night with Channel 4
Credit: Will Johnston

ROOM CAPACITIES



Room	Measurements (m)	Reception	Theatre	Dinner	Dinner/ Dance	Boardroom
Assembly Hall	21.5 x 18.1	500	750	350	300	N/A
Council Chamber	17.5 x 8.9	200	120	100	80	N/A
Mayor's Parlour	9.8 x 7.1	60	50			30
Large Committee Room	12.4 x 6.4	70	70			40
Medium Committee Room	8 x 6.1	40	35			25
Small Committee Room	6.1 x 5.2	20	20			12
Old Servery	15.8 x 7.1	50	40			
The Ditch	Enquire	120	60 - 80			
Long Room	18.4 x 4.5					
Rivington Room	9.7 x 7.4					
Garden Studio	6 x 7.2					

Capacities may be reduced dependent upon event-specific final floorplan submissions

FLOOR PLANS

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THE DITCH (BASEMENT) & GARDEN STUDIO



-  Not available for hire
-  Available for hire

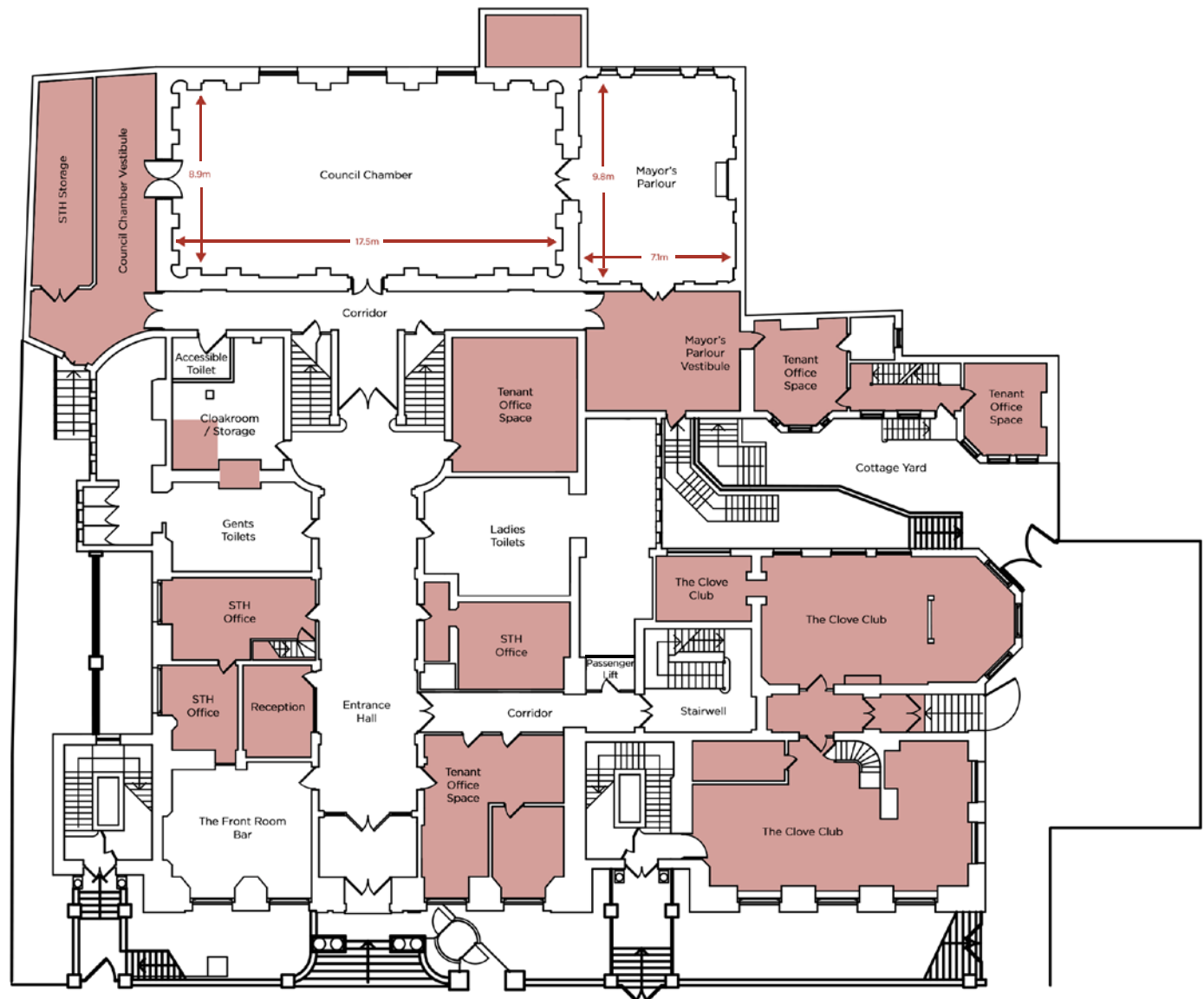


FLOOR PLANS

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GROUND FLOOR

-  Not available for hire
-  Available for hire

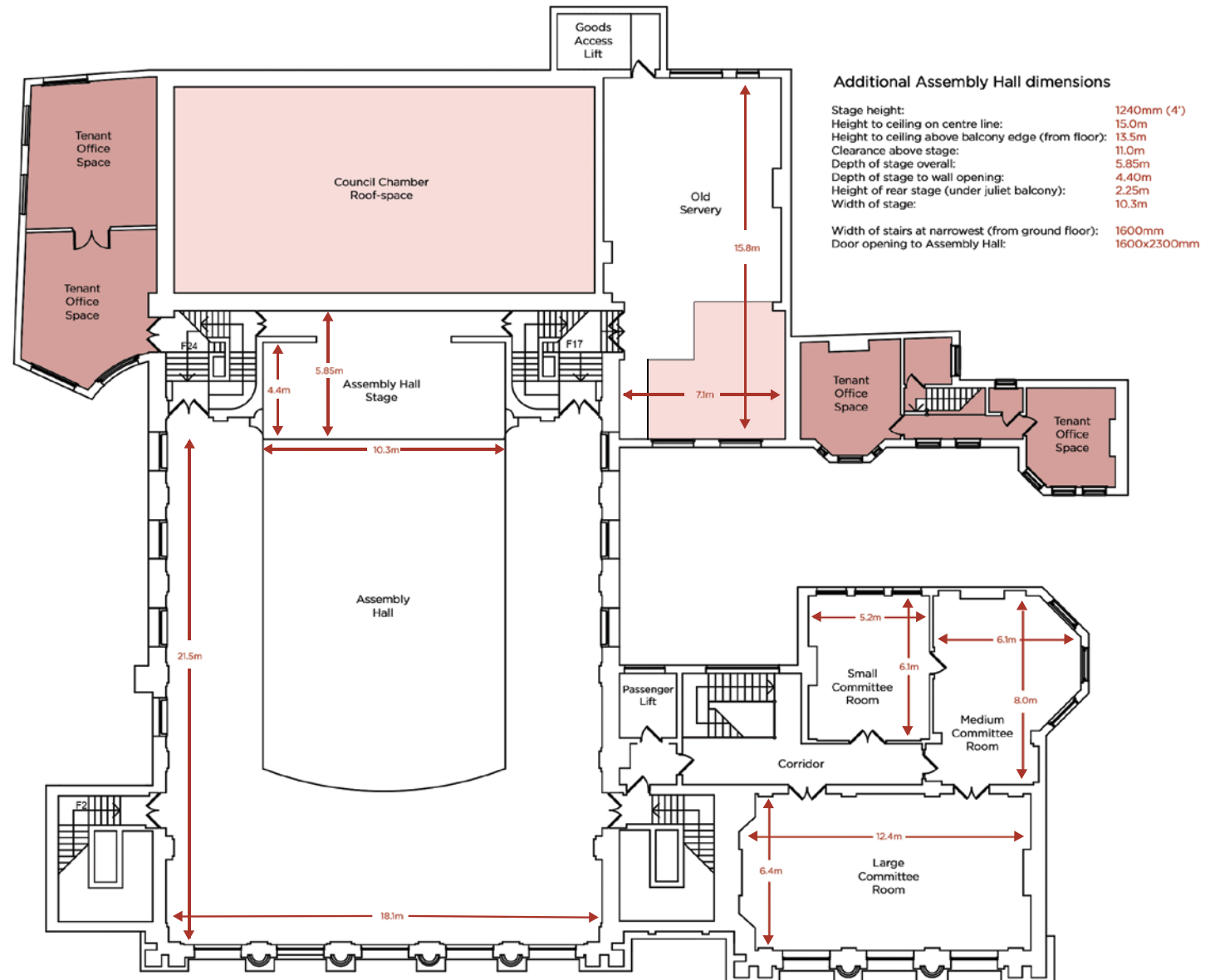


FLOOR PLANS

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
FIRST FLOOR

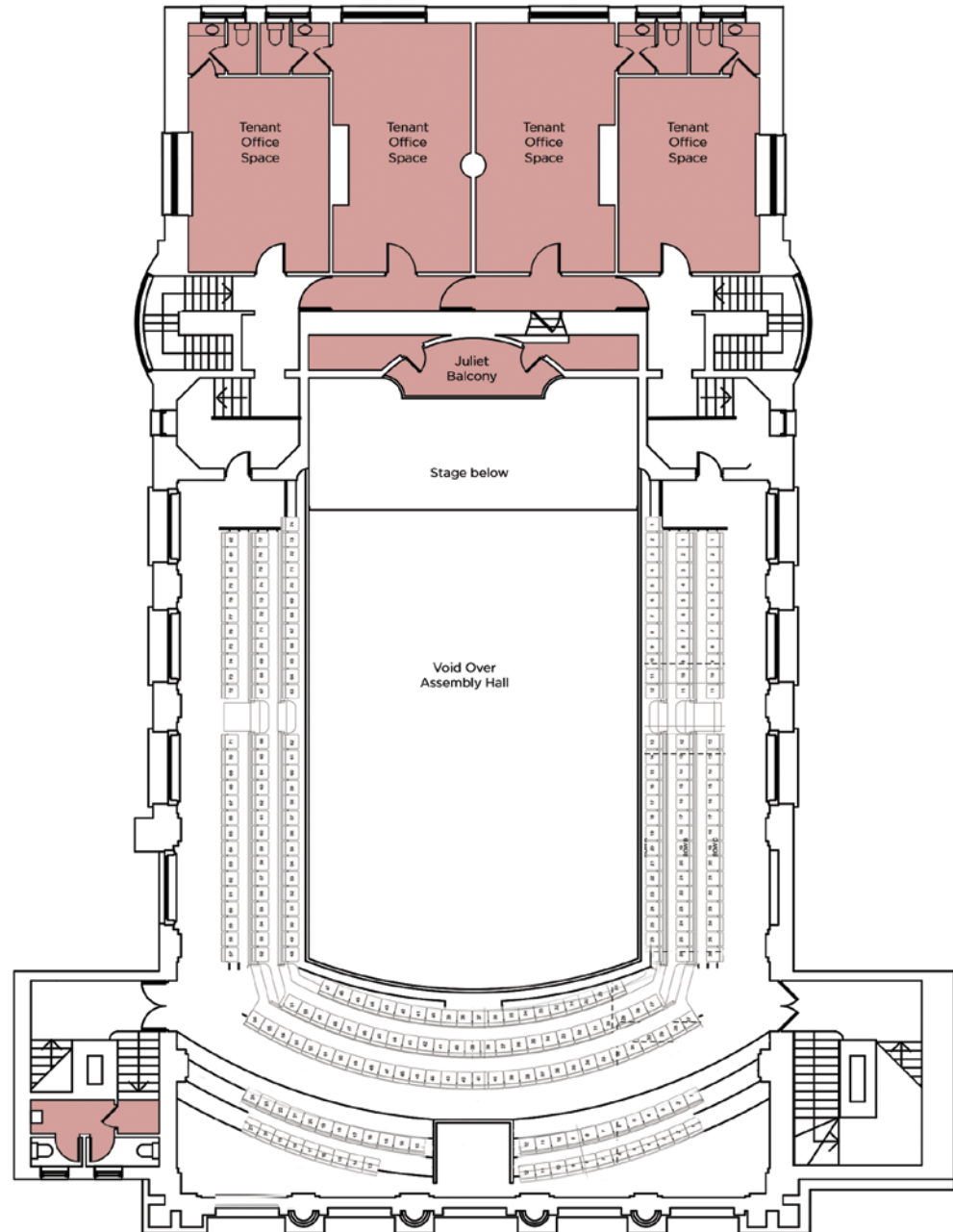
Not available for hire
 Available for hire



FLOOR PLANS

SECOND FLOOR

-  Not available for hire
-  Available for hire



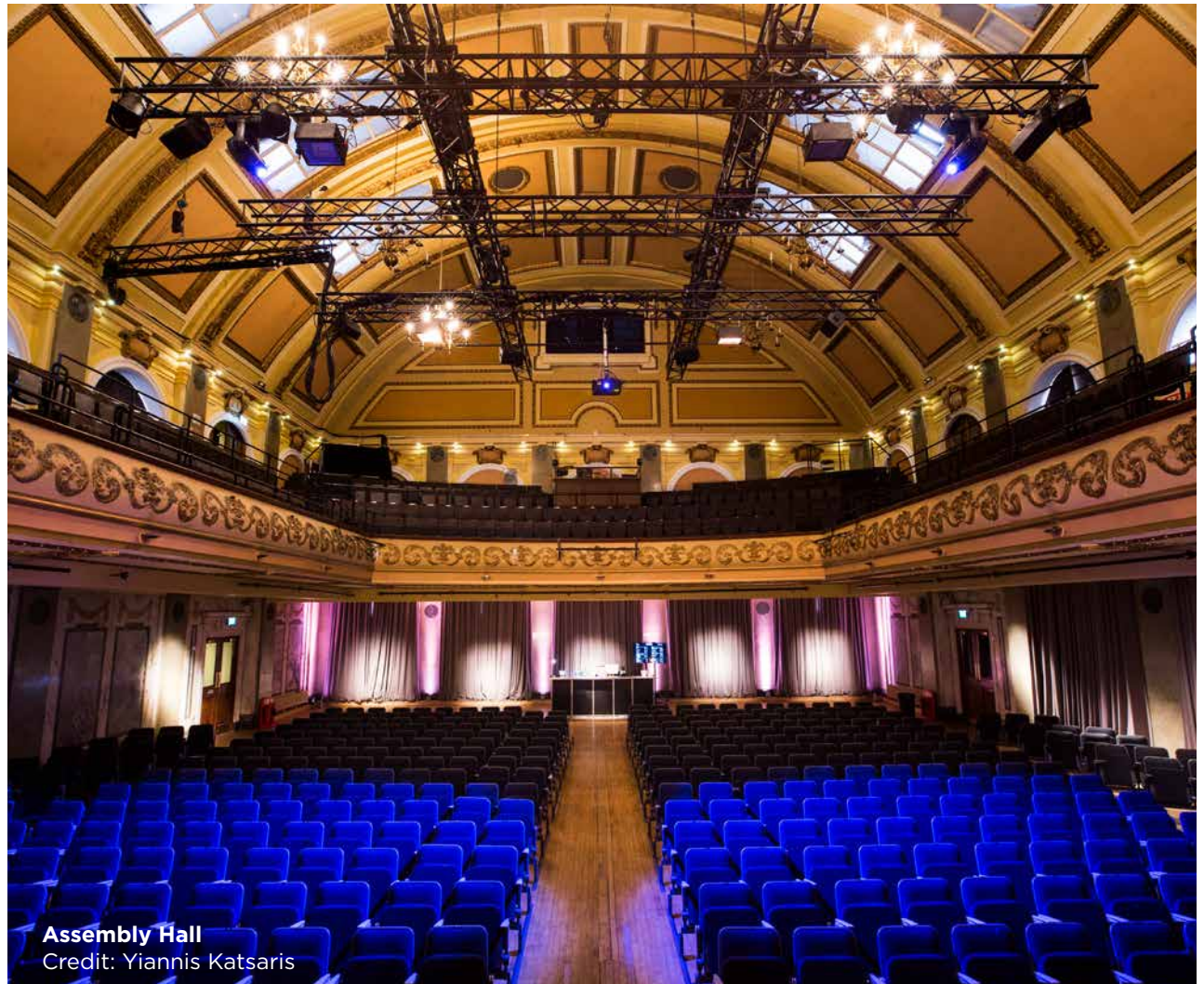
FACILITIES

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FURNITURE

Up to 500 matrix conference chairs for the Assembly Hall are available to hire.

Trestle tables and basic folding chairs are also available on request. Please speak to the venue events team for costing.



Assembly Hall
Credit: Yiannis Katsaris

FACILITIES

BUILDING ETIQUETTE

Shoreditch Town Hall is a Grade II listed building. Please do not attach to any walls, panels or floors via any method without prior approval from the venue. Pre and post hire inspections will take place. Any queries should be raised with the Duty Manager at this stage.

CLOAKROOM

Cloakroom provision and staffing can be arranged by the venue if required. Please discuss details with the venue in advance.

POWER

Shoreditch Town Hall is fully equipped with access to 3 Phase power in most of its hireable spaces. For a diagram of the full power provision please ask the events team to send you our technical specification. Heavy mains power access charges apply, please speak to a member of the events team for details.

WIFI

30Mb of complimentary Wi-Fi available throughout the venue.

Up to 700Mb additional bandwidth and dedicated on-site technical support can be arranged for your event.

CLEANING & WASTE

Large black bins and bin bags will be available in each space for domestic rubbish. Domestic rubbish must be left in knotted bags in each space at the end of your hire. Any other non-domestic waste (cardboard boxes, branding etc.) must be removed from site at the end of your hire. We encourage hirers to recycle whenever possible and can provide recycling bags.

An additional rubbish collection charge of £75+VAT per 20 bags may need to be re-charged post-event should you exceed 20 bags.

LICENSES

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PUBLIC ENTERTAINMENT LICENSES

The sale and supply of alcohol and regulated entertainment must finish at the following times:

Sunday – Thursday: 23:00

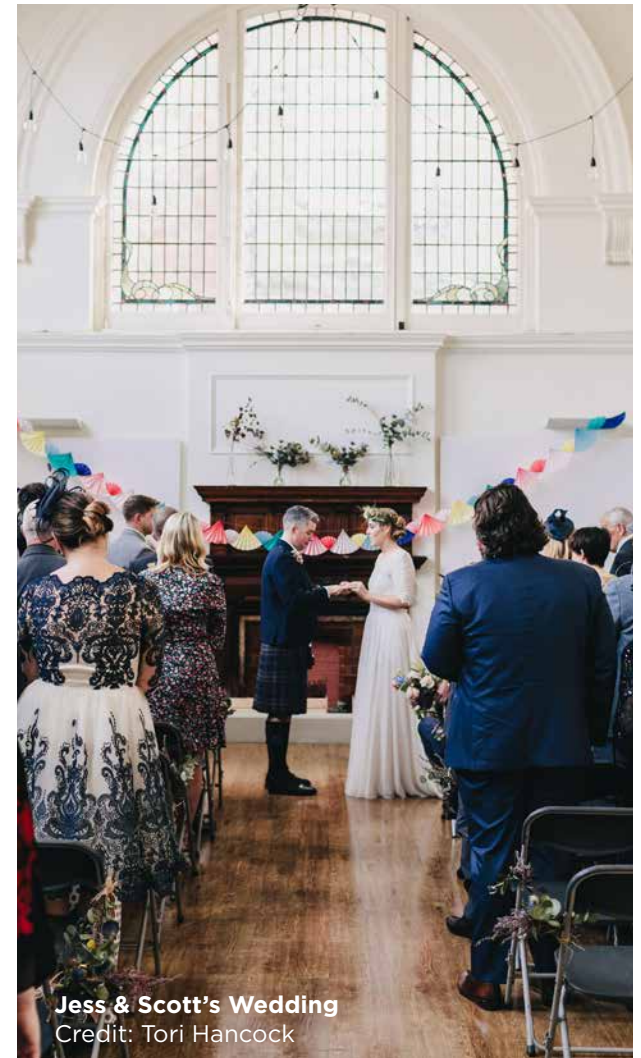
Friday & Saturday: 00:00

Temporary Event Notices or extensions may be arranged through the venue and are granted at the discretion of the local authorities. Please speak to the venue events team for costing.

WEDDING & CIVIL PARTNERSHIP CEREMONY REGISTRAR

Shoreditch Town Hall is licensed for weddings and civil partnership ceremonies in the Large Committee Room only.

To arrange a registrar for your wedding ceremony, call the London Borough of Hackney Register Office: 020 8356 3000.



VENUE POLICIES

SOUND POLICY

Live music and DJs are permitted but our venue is not suitable for club nights – particularly bass-heavy sound qualities. Sound levels must average at 85dBA and can peak at up to 95dBA for no more than 5 seconds intermittently. We cannot permit the placement of ground supported speaker stacks on the floor of the Assembly Hall when external companies supply sound equipment. All sound levels must be agreed and fixed at a monitored sound check in advance of your event

SMOKE/HAZE

Please notify a member of staff

before smoke or haze is used so that sensors can be isolated as needed.

SMOKING POLICY

Smoking is not permitted in any part of the Town Hall. This includes the use of electronic cigarettes.

EXCLUSIVITY

Hire of the Town Hall is not exclusive unless specifically agreed in advance. The entrance hall and toilet facilities may be shared with other hires, STH staff and office tenants within the building.

SAFEGUARDING

The Hirer must ensure that any events involving young people under the age of 18 comply with our child protection policy.

The venue must see a copy of your child protection policy if any under 18s will be in attendance without supervision.

Should your event involve young people or vulnerable adults, appropriate safeguarding procedures must be initiated by the hirer and approved by the venue.

VENUE POLICIES

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INSURANCE

The Hirer must have an insurance policy with an approved insurance company indemnifying Shoreditch Town Hall against such risks including public liability.

A copy of your insurance policy must be provided at the time of your booking. We suggest £10 million worth of coverage, with a £5 million minimum.

Compressed gas canisters, including helium, and exposed flame are not permitted on-site.



HEALTH & SAFETY

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EVENT DOCUMENTS

To ensure your event runs as smoothly as possible, and in compliance with our health and safety policies, hirers must submit the following to the venue events team ahead of their event for approval:

- Detailed event management plans
- Risk assessments
- Safeguarding policies
- Insurance policies
- Crowd management plans and associated capacities
- Floor plans
- Set design, decoration and/or branding plans
- Method statements
- Technical specifications

The event venue team may suggest changes to any of these documents or request further information ahead of your event to ensure policy compliance.



Large Committee Room
Credit: Ludo des Cognets

STAFF & ADDITIONAL CHARGES

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A Duty Manager will be present for the duration of your hire to be the main point of contact should you have any queries on the day. They are responsible for health and safety within the venue.

Additional charges may be applied for staffing, cleaning, security and anything else deemed necessary for the event to run successfully. These will be detailed in your bespoke quote based on the information provided.

Shoreditch Town Hall staff can be provided for cloakroom, bar and event set-up or clear-down. Speak to the venue events team for costs. Production staff required will be included in a separate production quote.

MARKETING

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PACKAGES

We can offer additional marketing space for your event, including external banner wraps, external lightboxes and internal lightboxes. This space is subject to availability. Please speak with the events team for costings.

We offer three packages:

Complete display package

- 4 x external lightbox posters
- 2 x internal lightbox posters
- 2 x banner wraps

Banner wrap package

- 2 x banner wraps

Lightbox package

- 4 x external lightbox posters
- 2 x internal lightbox posters

Print must be received 48 hours before the event start time. Installation is included with all three packages.

PHOTOGRAPHY & LOGO USAGE

Shoreditch Town Hall may use any event-specific photography and video footage for marketing purposes, unless otherwise agreed.

Shoreditch Town Hall may provide its logo for hirers to use when marketing their event, but this is at the venue's discretion. All logo usage and advertising that features or mentions Shoreditch Town Hall must be submitted for approval.



EXTERNAL PILLAR WRAPS

Two external pillar wraps can be installed by Shoreditch Town Hall to be displayed within your access times.

It is the hirer's responsibility to arrange for pillar wraps to be printed and delivered to the venue at least 48 hours prior to their event.

Please print pillar wraps to the following specifications:

Create template at 1250mm x 1250mm and export at 300dpi.

Instruct printer to upscale to 2500mm x 2500mm, printing at 150dpi.

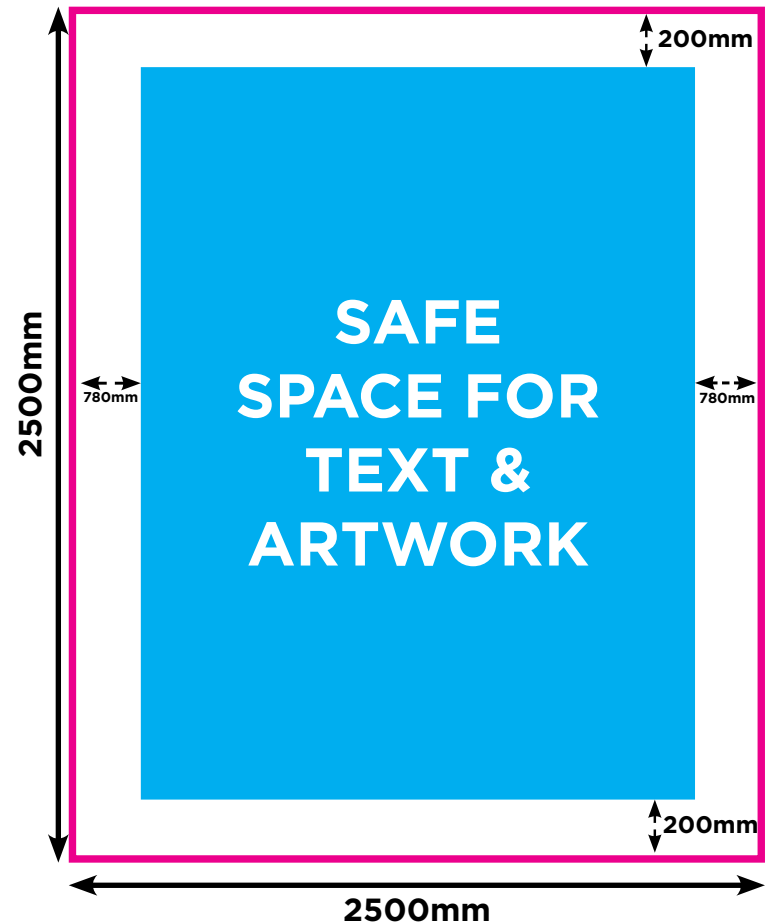
Order PVC banner with eyelets on left and right hand sides.

Artwork should be supplied in PDF format.

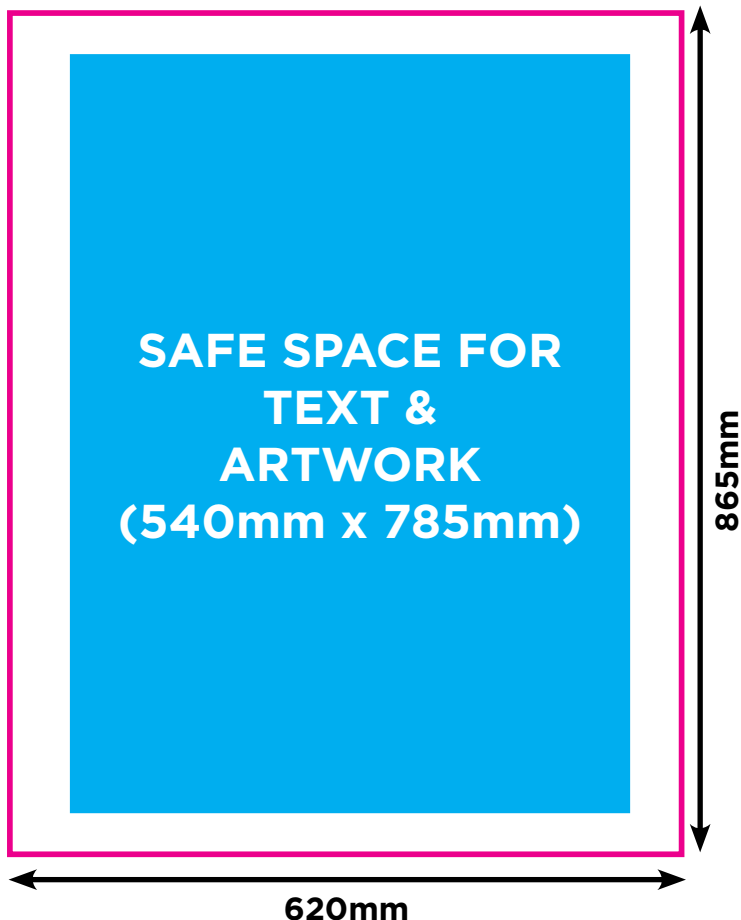
No bleed needed.

Recommended supplier:

Big Art & Banners
<https://bigartandbanners.com>



EXTERNAL LIGHTBOXES



Up to four backlit poster boards, facing Old Street, can be used during the hire period. It is the hirer's responsibility to arrange for any posters to be printed and delivered to the venue at least 48 hours prior to their event.

Recommended supplier:
Big Art & Banners
<https://bigartandbanners.com>

Please print posters to the following specifications:

Total dimensions: 620mm x 865mm.

Leave a margin of 40mm around each edge. This area inside this margin (540mm

x 785mm) is visible at all times, and it is safe to include text and image here. The area beyond this margin should contain artwork, but will be partially/totally obscured by the lightbox casing.

No bleed is necessary if using Big Art & Banners. Print on backlit paper. Artwork to be supplied in PDF format at 300dpi.

INTERNAL LIGHTBOXES

Two vertical, backlit lightboxes in the Entrance Hall can be used during the hire period.

It is the hirer's responsibility to arrange for any posters to be printed and delivered to the venue at least 48 hours prior to their event.

Recommended supplier:

Big Art & Banners
<https://bigartandbanners.com>

Please print posters to the following specifications:

Total dimensions:
350mm x 2485mm

Leave a margin of 40mm from each edge. The area inside this margin (270mm x

2405mm) is visible at all times, and it is safe to include text and image here.

The area beyond this margin should contain artwork, but will be partially/ totally obscured by the lightbox casing.

No bleed is necessary if using Big Art & Banners.

Artwork to be supplied in PDF format at 300dpi.



IN-HOUSE PRODUCTION

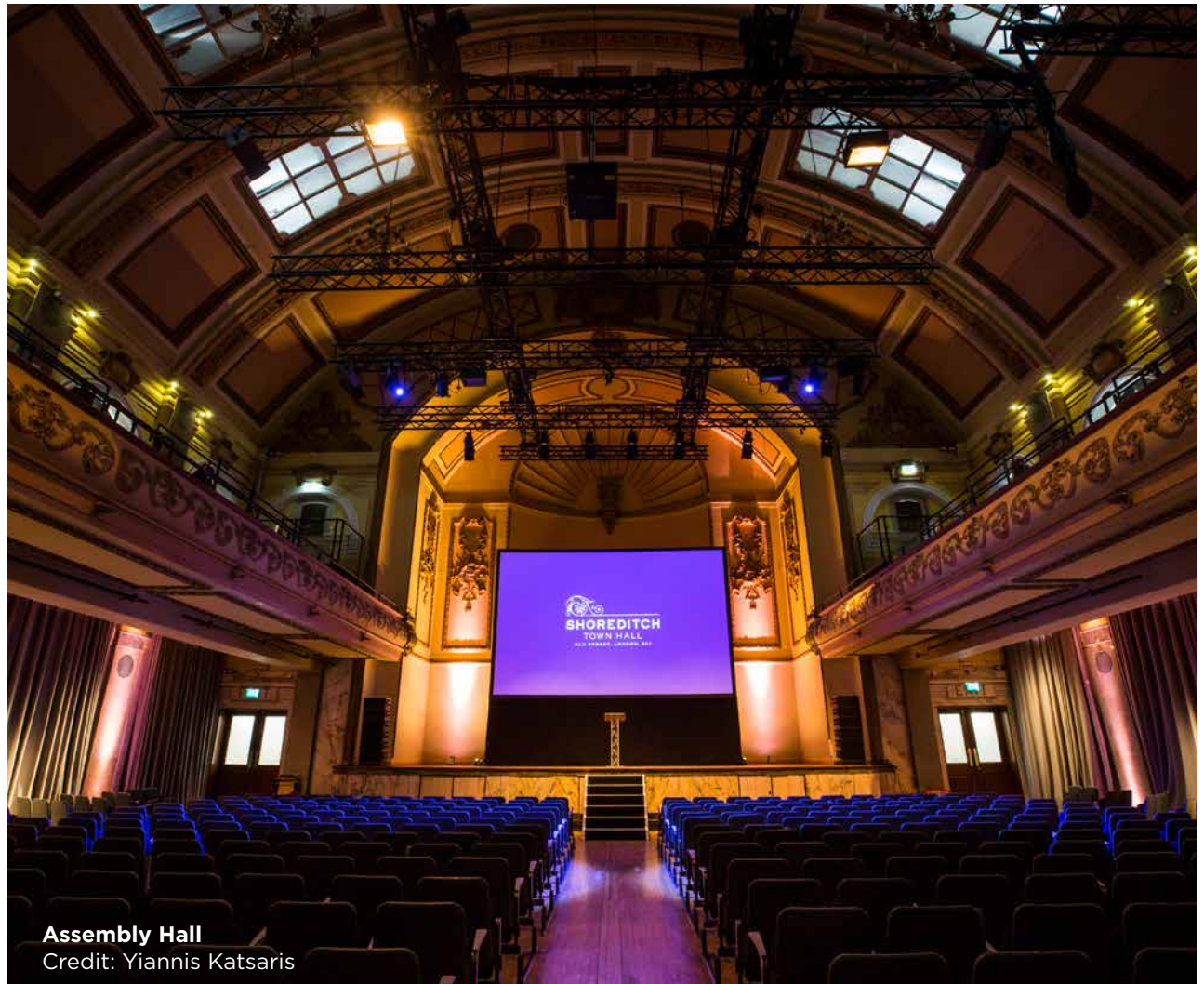
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Shoreditch Town Hall provides all in-house production and design, including lighting and sound solutions, AV, theming and more across our unique and flexible spaces.

Our experienced and knowledgeable in-house production team can provide creative solutions to help you bring your imaginative concepts to life.

Previous clients have included **London Tech Week**, **EA Sport** for **FIFA18**, **UNICEF**, **Hendricks Gin**, **Jazz FM Awards** and more.

Please speak to the venue events team to discuss your event for a consultation, bespoke design and costing.



Assembly Hall
Credit: Yiannis Katsaris

IN-HOUSE PRODUCTION

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SOUND

High-end sound systems are available for anything from live music and large conferences to smaller meetings.

Our permanent Assembly Hall rig is made by leading manufacturer EM Acoustic.

VIDEO

We can provide large format equipment and experienced video engineers. Options include: traditional conference set-ups, HD film screenings, event recording, live streaming, VR experiences and international video conferencing.

LIGHTING

Lighting packages are available for theatre productions, corporate events, live music performances, comedy performances, dances and receptions.

Our in-house technicians and programmers are highly skilled and experienced at creating the right look and feel for your event.

Most spaces are fitted with permanent or semi-permanent lighting rigs and we are constantly investing in the latest equipment and keep large stocks to ensure we can cater for any size of event.

STAGING

Bespoke builds are available to meet any event specification, including fashion catwalks, extended staging for music performances, risers and seating rakes.

Large in-house stock of lite decks and stage dex are available in both metric and imperial sizes.

We have rigging equipment including large stocks of truss to create flexible installations in any of our space. We also offer staffing resources to manage the creation and de-construction of builds, and to reduce time and event impact.

FOOD & BEVERAGE

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BAR HIRE

Shoreditch Town Hall has a wealth of experience running bars for events of any scale.

We offer bespoke packages ranging from a simple drinks selection to a fully stocked bar with staff to serve your guests.

Our bar service offer is flexible and can be designed around your needs. Our uniquely designed portable bar system can be set up anywhere in the building and branded to fit in with your event.

Please ask to see our **Bar Guide** for more information on these options.



Bar Aqua, The Ditch
Credit: Ludo des Cognets

FOOD

Shoreditch Town Hall is primarily a dry hire venue, therefore you are welcome to arrange catering through an external supplier.

We can recommend a range of caterers who are familiar with our building and can supply food and drink to suit any type of event.

Please see suggested suppliers on the next page.

For specific suggestions or an introduction, please speak to the venue events team who will be happy to facilitate this.

SUGGESTED SUPPLIERS

ACCLAIM FOOD

www.acclaimfood.co.uk
info@acclaimfood.co.uk
Tel: 020 8397 8999

ARNOLD & HENDERSON

www.arnoldandhenderson.com
info@arnoldandhenderson.com
Tel: 020 7729 5667

BERKELEY CATERING

www.berkeleycatering.co.uk
events@berkeleycatering.co.uk
Tel: 020 7837 6853

BOULEVARD EVENTS

www.boulevardevents.co.uk
enquiries@boulevardevents.co.uk
Tel: 020 8533 3341

CATER LONDON

www.caterlondon.co.uk
gregtuvey@caterlondon.co.uk
Tel: 07725 337 661

DEWINTONS

www.dewintons.co.uk
Charlotte@dewintons.co.uk
Tel: 020 7627 5550

FOOD MATTERS

www.food-matters.com
events@food-matters.com
Tel: 020 7403 2223

KUDOS DELIVERED

www.kudosdelivered.co.uk
sales@kudosdelivered.co.uk
Tel: 020 7334 3938

LOTUS EVENTS

www.lotusevents.org.uk
jaimin@lotusevents.org.uk
Tel: 020 8428 6300

THE RECIPE

www.the-recipe.co.uk
hello@the-recipe.co.uk
Tel: 0845 130 8087

SEASONED EVENTS

www.seasonedevents.co.uk
enquiries@seasonedevents.co.uk
Tel: 020 7236 2149

SWAN ABOUT

www.swanabout.co.uk
enquiries@swanabout.co.uk
Tel: 07896 663301

URBAN CAPRICE

www.urbancaprice.co.uk
events@urbancaprice.co.uk
Tel: 020 7286 1700

FOOD & BEVERAGE

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EQUIPMENT

We do not have kitchen facilities on site and cooking must take place off-site. Food can be reheated and finished with equipment supplied by your caterer in an additional space.

Compressed gas canisters, including helium, and exposed flame are not permitted on-site.



Assembly Hall Bar Setup
Credit: Yiannis Katsaris

LOCATION, TRANSPORT & PARKING ²⁶



Shoreditch Town Hall
380 Old Street
London
EC1V 9LT

UNDERGROUND BUSES

The nearest underground station to Shoreditch Town Hall is **Old Street**, on the Northern Line which is a ten minute walk away. When you arrive at Old Street, exit through Subway 2 and head east on Old Street.

You can also get to the Town Hall from **London Liverpool Street** and **Moorgate**, which are each approximately 15 - 20 minutes' walk away.

OVERGROUND

The nearest overground stations to the Town Hall are **Shoreditch High Street** or **Hoxton**. Both are approx 5-10 minutes' walk away.

A number of London Buses go via Old Street, which makes the Town Hall extremely accessible via bus. Buses stopping nearby include numbers: **26, 35, 47, 48, 55, 67, 78, 135, 149, 242** and **243**.

PARKING

Shoreditch Town Hall does not have any designated parking. There are a number of car parks nearby, including an NCP on **Great Eastern Street** and local street parking. The loading bay marked underneath the Overground bridge, to the left of the building, allows up to 3 hours parking for blue badge holders.

VENUE ACCESS

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ACCESS TIMES

All hire times must include time for event set up and clear down. If the hire times are exceeded, the cost for additional hire times will be recharged. These additional costs are stated fully at the end of the contract.

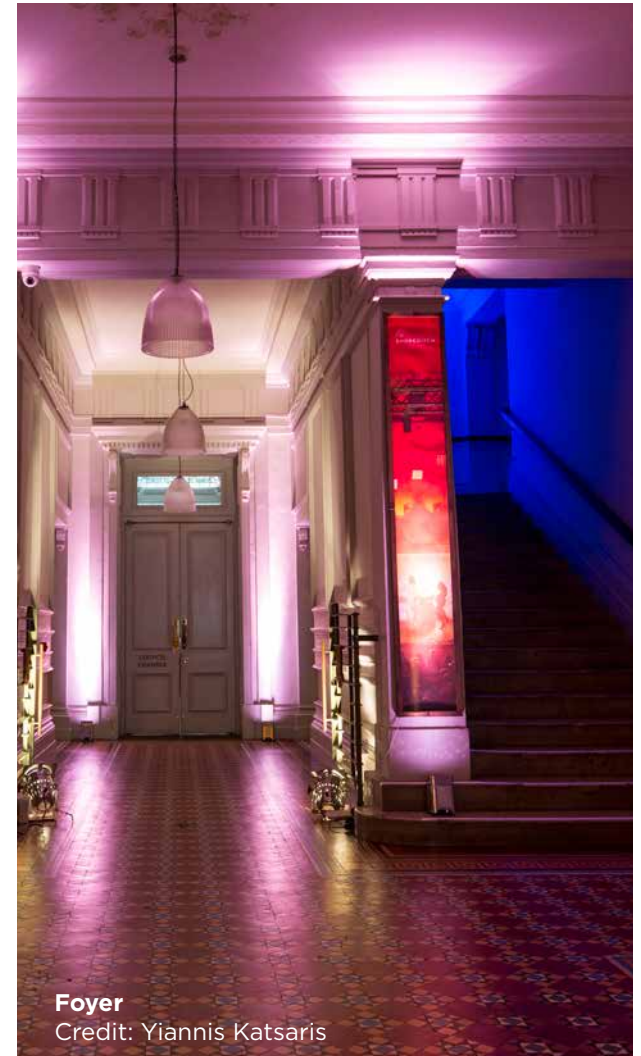
to their storage positions, which may be located on a different floor from your hire space. The hirer is responsible for making sure any trestle tables used are cleaned before clearing down. Shoreditch Town Hall can provide staff to set up and clear down tables and chairs. Speak to the venue events team for costing.

SET UP & CLEAR DOWN

It is the hirer's responsibility to set up and clear down their hired space(s) unless otherwise agreed in advance with the venue. Any venue furniture must be collected from and returned

DELIVERIES & COLLECTIONS

All deliveries and collections must be made within hire times. There is no available storage space for collections outside of your hire times. Any storage of unremoved items may incur additional costs.



Foyer
Credit: Yiannis Katsaris

DISABLED ACCESS

Shoreditch Town Hall is committed to providing a welcoming environment, working to positively improve the experience for our disabled visitors as far as is reasonably possible in our Grade II listed building.

An internal passenger lift provides step-free access to the basement (The Ditch), ground and first floors.

An external passenger platform lift provides step free from the street to the main foyer. Both lifts must be operated by a

Duty Manager, contacted via reception at 020 7739 6176.

Our Assembly Hall Balcony on the second floor is, however, only accessible via 66 steps with one rest area.

We welcome assistance dogs, have gender-neutral, accessible toilets with baby changing facilities and the loading bay marked underneath the Overground bridge, to the left of the building, allows up to 3 hours parking for blue badge holders.

If you have specific access requirements you wish to discuss, please get in touch with a member of staff.

Our team are here to ensure that your visit is as easy and enjoyable as possible and will be happy to discuss any requirements you may have.

LOADING ACCESS

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FOR THE ASSEMBLY HALL & OLD SERVERY: THE GOODS LIFT

The goods lift entrance is on **Rivington Place, EC2A 3BA** at the back of the building.

There is no official loading bay here so we ask anyone delivering or collecting to keep an eye on their vehicle.

Although tickets are rare at the back of the building, we cannot guarantee that you will not receive a ticket.

The goods lift enters in to the Old Servery (the space next to the Assembly Hall) and there are just a few steps to manually lift between the Old Servery into the Assembly Hall.

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.

Please contact 020 7739 6176 when you arrive as this is an un-manned entrance.

LOADING ACCESS

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FOR THE COUNCIL CHAMBER, MAYOR'S PARLOUR & COMMITTEE ROOMS:

Loading for these spaces is from the main entrance on **Old Street**. There are two public loading bays just outside the front of the venue. These are marked out on the road under the Overground bridge and outside Homeslice.

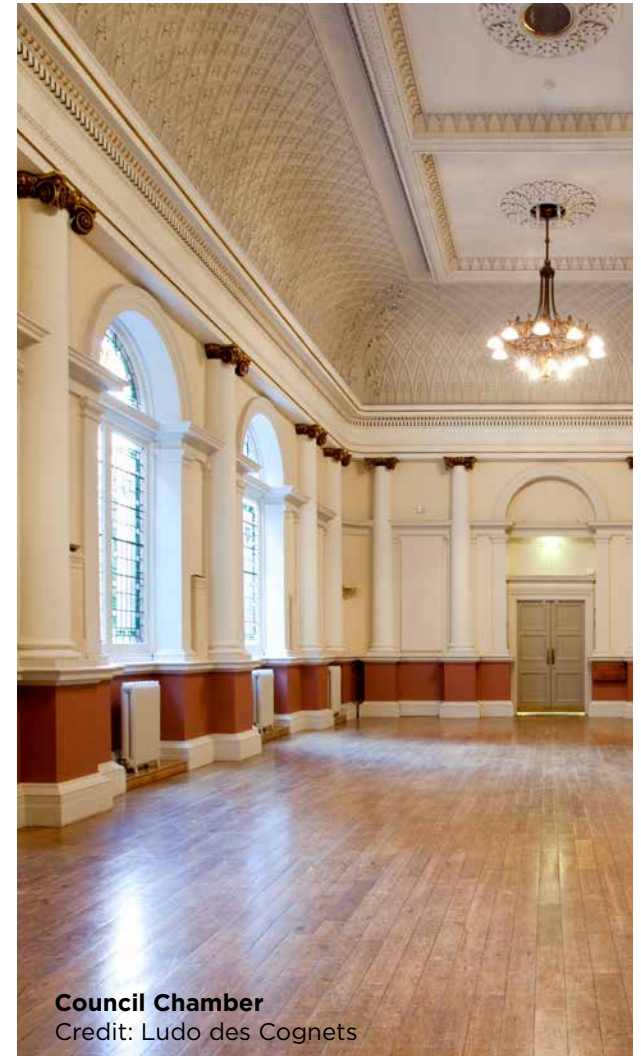
The times for these loading bays are 10am-4pm and there is a maximum stay of 20 minutes. There are 8 external steps up to the ground floor level of the venue.

FOR THE DITCH:

The loading entrance is on **Rivington Place, EC2A 3BA** at the back of the building. There is no official loading bay here so we ask anyone delivering or collecting to keep an eye on their vehicle. Although tickets are rare at the back of the building, we cannot guarantee that you will not receive a ticket.

The largest vehicle that can fit on Rivington Place is a 7.5t rigid.

Please contact 020 7739 6176 when you arrive as this is an un-manned entrance.



Council Chamber
Credit: Ludo des Cognets

CONTACTS

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EVENTS

Grant O'Brien

Head of Venue & Events
grant@shoreditchtownhall.com

Claire Alder

Events Manager
claire@shoreditchtownhall.com

Jennifer Tolhurst

Communications &
Events Assistant
jennifer.tolhurst@
shoreditchtownhall.com

PRODUCTION

Sam Evans

Head of Production
sam.evans@
shoreditchtownhall.com

FRONT OF HOUSE

Zena Sayers

Front of House Manager
zena@shoreditchtownhall.com

COMMUNICATIONS

Tony Johnston

Head of Communications
& Audiences
tony.johnston@
shoreditchtownhall.com

RECEPTION

Main switchboard

(+44) 020 7739 6176

General enquiries

info@shoreditchtownhall.com



Unit9 Films Ltd
Credit: Sean Pruen



Evening Standard Speakeasy
Credit: Evening Standard