

Great Hall

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| Day rate (12 hours) | £3135 + VAT (£3762) |
| 6 hour rate (minimum hire period) | £1815+ VAT (£2179) |
| Additional hourly rate | £305 + VAT (£363) |

Recital Room

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| Day rate (12 hours) | £2500 + VAT (£3000) |
| 6 hour rate (minimum hire period) | £1430 + VAT (£1716) |
| Civil Marriage Ceremony (three-hour booking period) | £580 + VAT (£696) |
| Additional hourly rate | £245 + VAT (£294) |

A discounted rate is available for the hire of both rooms, and for multiple bookings.

Hire fee includes:

- Duty Manager for duration of hire period
- Duty Technician for duration of hire period
- Use of Blackheath Halls' chairs and trestle tables (limited number available)
- Dressing Rooms for the duration of hire period (three for Great Hall; one for Recital Room)
- Café Bar facilities – if required, the minimum bar spend is £500 + VAT

All hire and services rates are subject to increase on Bank Holiday weekends and public holidays

Registered Charities and voluntary organisations may be eligible for reduced rates.



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Recital Room

Capacities and Dimensions

Both spaces have flexible seating, which can be configured in a variety of ways and this affects the final capacity. Therefore, the following figures are guidelines, based on a number of assumptions that should be discussed with reference to each specific event.

| | Great Hall | Recital Room |
|--|---------------------------|--------------------------|
| Formal dining (top table situated on stage) | 300 | N/A |
| Formal dining (top table situated on auditorium floor) | 280 | 90 |
| Cabaret Style Seating | 280 | 80 |
| Informal dining | 500 | 150 |
| Formal theatre seating | 600 | 160 |
| Standing | 1000 | 250 |
| Dimensions (floor) | 75' x 54' (22.9m x 16.5m) | 48' x 30' (14.6m x 9.1m) |

The capacity guidelines must include all guests and staff.

Civil Marriages and Civil Partnerships

Blackheath Halls is an approved venue for civil marriage ceremonies in pursuance of Section 26(1)b of the Marriage Act 1949. The Recital Room provides a beautiful setting for your ceremony, which must be booked through The Registrar's Office in Greenwich, Tel: 020 8921 5014. Please note that under the terms of our licence we are not allowed to hold religious ceremonies of any denomination; also, all civil ceremonies must be entirely secular and should not include any words or music that can be construed as religious. The latest time a ceremony may begin is 4.00 pm.

For further information or to arrange a site visit please email [hires@blackheathhalls.com](mailto: hires@blackheathhalls.com)
or call 020 8318 9758

Blackheath Halls, 23 Lee Road, London SE3 9RQ

www.blackheathhalls.com

Catering

We do not provide catering, but we do have a list of recommended local caterers. You may bring in your own caterers, who may use our kitchen, subject to agreement in advance. Please note your caterers must have relevant hygiene and insurance certification and be fully conversant with health and safety legislation.

Drinks

Blackheath Halls can supply all your Champagne, wine, spirits, beer, soft drinks and water. A wine list is available and wine tastings can be arranged with our Bar Manager. If you would prefer to supply your own wine and Champagne, the corkage charge is £6.00 + VAT (£7.20) per bottle of wine and £8.00 + VAT (£9.60) per bottle of champagne. You may not supply your own spirits, beer, soft drinks or water; these items must be provided through our licensed bar and we are happy to discuss ordering any specific brands not normally stocked. Use of the Café Bar area is included in the hire; depending on space restrictions we may be able to provide an additional mobile bar within your function room.

Furniture

Chairs and a limited number of trestle tables are included in the hire. We do not have large round tables: these must be hired in – either by Blackheath Halls (and the cost recharged), by yourselves or by your caterer, who may be able to offer you a competitive price to include tables, table linen, glassware, crockery and cutlery (which we do not supply). For information: 5' round tables seat 10 people and 6' round tables seat 12 people.

Flowers, Decorations and Lighting

We can liaise with your florist and/or decorator to arrange access on the day, subject to availability. Please note that we do not allow confetti or helium balloons. In addition to house lights, there is some theatre lighting in the Great Hall, which may be available for your use; please note that lighting possibilities are limited in the Recital Room. The use of candle lighting is at the discretion of the Duty Manager on the day (whose decision is final).

Outside Space

Blackheath Halls does not have grounds; there is a small space in front of the venue, which may be used for photographs. Alternatively, photographs may be taken inside the Halls or on Blackheath itself, which is a few minutes' walk away.

Transport and Car Parking

There is a small private car park at the rear of the Halls with six spaces available for use by the hirer. There are no facilities for guest parking at Blackheath Halls; the nearest car park Blackheath Station, which is three minutes' walk away from the Halls (pay and display weekend rate £5/24hrs). Please note that parking is not permitted on Blackheath Park, the private road adjacent to the venue; cars parked there will be clamped and Blackheath Halls accepts no responsibility for this.

Deliveries and Load-in

Unless otherwise agreed, all deliveries must take place within the agreed hire period. Unfortunately, Blackheath Halls does not have storage facilities available.

Other Services

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| Table, crockery and glassware hire | cost by arrangement |
| Corkage (<i>wine</i>) | £6.00 + VAT (£7.20) <i>per bottle</i> |
| Corkage (<i>Champagne</i>) | £8.00 + VAT (£9.60) <i>per bottle</i> |
| Piano hire | £125.00 + VAT (£150) |
| Piano tuning | £65.00 + VAT (£78) |
| Technical equipment (<i>PA, microphones, etc</i>) | cost by arrangement |
| DVD/Video recording facilities fee | cost by arrangement |



Optional Additional Staff Charges

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| Sound Engineer | £200.00 + VAT (£240) | <i>per twelve hour call</i> |
| Stage Manager | £200.00 + VAT (£240) | <i>per twelve hour call</i> |
| Crew | £70.00 + VAT (£84) | <i>per four hour call per person</i> |
| Ushers and Cloakroom staff | £9.00 + VAT (£10.80) | <i>per hour per person</i> |
| Catering and Serving staff | cost by arrangement | |
| Security staff | cost by arrangement | |

And finally – a little bit of History ...

Blackheath Halls, south east London's Grade II listed premier music venue, opened its doors in 1895: funded by local people to satisfy the need for a space that could accommodate large-scale concerts and meetings. Designed by William Webster, it is thought to be the earliest surviving purpose-built concert hall in London. In early years, the Halls hosted lectures by Sir Ernest Shackleton, Suffragette rallies and George Bernard Shaw pleaded from the stage for the establishment of a National Theatre.

During World War I it was commandeered by the Royal Army Pay Corps and reopened for public concerts in 1921. It was commandeered again in 1940 by the Ministry of Works during World War II, and from the 1950s it was used as DHSS offices. Following extensive restoration in the late 1970s and early 1980s, the Halls reopened as a concert venue in 1985, operating as a charitable trust to pursue the ethos of its Victorian founders. In 2003 Blackheath Halls became a wholly-owned subsidiary of Trinity Laban Conservatoire of Music and Dance; it now continues to run a varied programme of high profile music and comedy events, a wide-reaching Community Engagement programme and Trinity Laban student performances. The Halls are also in demand as the preferred recording and rehearsal venue from leading orchestras and opera companies including Chandos Records, English National Opera and London Symphony Orchestra.

In its early years, the Halls played host to many renowned early 20th century composers and artists such as Sir Edward Elgar, Percy Grainger, Dame Clara Butt, Fritz Kreisler and Myra Hess. Since reopening in 1985, the Halls has welcomed a range of artists from almost every musical genre – Jamie Cullum, The Breeders, Sir Simon Rattle, Nitin Sawhney, Paco Peña, The Tiger Lillies, Nikolai Demidenko, Kate Rusby and The Ukulele Orchestra of Great Britain – to name but a few.