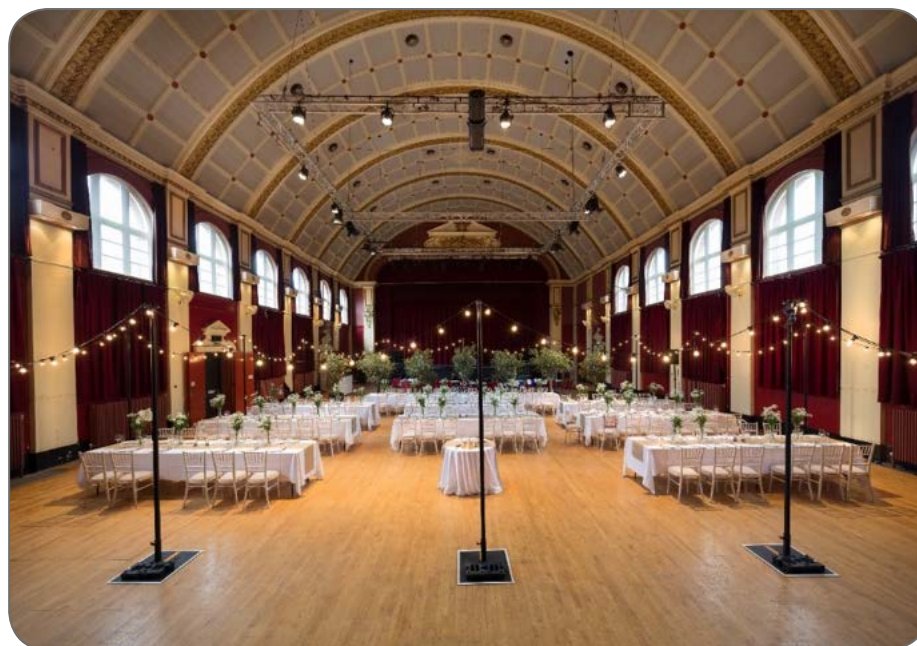


PRIVATE EVENT HIRE INFORMATION & FEES 2019/20



Great Hall

| | |
|-----------------------------------|-------------------------|
| Day rate (12 hours) | £3552 + VAT (£4262.40) |
| 6 hour rate (minimum hire period) | £2056 + VAT (£2467.20) |
| Additional hourly rate | £345.56 + VAT (£414.67) |

Recital Room

| | |
|--|------------------------|
| Day rate (12 hours) | £2832.50 + VAT (£3399) |
| 6 hour rate (minimum hire period) | £1620 + VAT (£1944) |
| Civil Marriage Ceremony (three-hour booking period) | £657 + VAT (£788.40) |
| Additional hourly rate | £277 + VAT (£332.40) |

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

Hire fee includes:

- Duty Manager and Venue Stewards 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 (two for Great Hall; one for Recital Room)
- Café Bar facilities – if required, the minimum bar spend is £500 + VAT
- Use of kitchenette

CIVIL MARRIAGES AND CIVIL PARTNERSHIPS

The Recital Room at Blackheath Halls is an approved venue for marriage and civil ceremonies as per **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 in both words and music. Ceremonies may begin no later than 4.00pm.

FREQUENTLY ASKED QUESTIONS:

Transport links

Blackheath Station is a two-minute walk from the Halls. It is on direct and frequent train lines from central London, Dartford and Hayes and accessible via Lewisham.

Car Park facilities

There is a small private car park with a limited number of spaces available for use by the hirer. There are no facilities for guest parking at the venue; the nearest car park is at Blackheath Station. Please note that parking is not permitted on Blackheath Park; any cars parked there will be clamped and Blackheath Halls accepts no responsibility for this.

Catering facilities

We do not provide catering, but we have a list of recommended local caterers.

You may also bring in your own caterers, who may use our kitchenette; this is subject to our agreement in advance. Please note your caterers must have relevant hygiene and insurance certification and be fully conversant with health and safety legislation.

Furniture and kitchenware

Chairs are included in the hire fee. 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. We do not supply table linen, glassware, crockery and cutlery.

Bar Facilities

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 sparkling wine and 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. Please note that any products brought in especially for your function must have written approval from Blackheath Halls' Bar Manager or the Operations Manager, and may be subject to additional costs. Use of the Café Bar area is included in the hire subject to minimum bar spend of **£500 + VAT (£600 including corkage charges)**; depending on space restrictions we may be able to provide an additional mobile bar within your function room.



Flowers and Decorations

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. We do not allow naked flames on the premises.



Deliveries and Load-in timings

Unless otherwise agreed, all deliveries must take place within the agreed hire period. Unfortunately, Blackheath Halls has limited storage facilities available. We will do our very best to accommodate your requests but as an active performance and rehearsal venue we have to work around a busy programme of additional public events.

Outside space for receptions/photographs

There is a small space in front of the venue, which may be used for photographs. Photographs may be taken inside the Halls or on the heath itself.

Lighting and Sound

In addition to house lights, there is some theatre lighting in the Great Hall, which may be available for your use, subject to prior approval. The hire fee includes a Duty Technician throughout the booking period.

The technician will operate pre-set lighting only, assist with plugging in technical/electrical equipment, and problem solve in the event of power/equipment failure. We can set up basic disco lighting chase for the evening part of a reception and this is included within the fee. Additional lighting requirements would incur charges. We advocate the use of Blackheath Halls' PA, (included in the hire fee); this must be operated by an in-house **Sound Engineer**, at a cost of £220 + VAT (£264).

Late Licence

All events need to be clear of the Halls by midnight; Blackheath Halls may apply for a late licence on the behalf of hirers but this is subject to approval. Hirers are kindly reminded that Blackheath Halls is situated in a residential area and to be considerate to our neighbours upon exiting the building.

Licencing hours:

Monday – Saturday 11am-11pm; Sunday 12pm-10.30pm. It is possible to apply for an extension to these hours on some Fridays and Saturdays, subject to confirmation by Blackheath Halls.

Other Services

The hire fee includes a **Duty Manager** and **Duty Technician**. Please see additional **Technical Hire Costs 2018/19** document for details of staffing and equipment charges.

