

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

***Kensington Town Hall***

**&**

***Chelsea Old Town Hall***

# ***A Guide for Event Organisers***

This guide is available from the Conference and Events Office.

Please let us know of any additional information that is not included here and would be of general benefit to organisers

**The Conference and Events Office,  
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Hornton Street,  
London W8 7NX**

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# ***This Guide***

This guide has been written to provide you with useful information regarding the hiring of Kensington Town Hall and Chelsea Old Town Hall. We hope that you will refer to the guide while you are planning your event at our venues and that it answers any queries that you may have had. The guide is split into two sections for Kensington Town Hall and for Chelsea Old Town where you can access the information that you need quickly.

We would welcome any suggestions from you to improve this guide. Please e-mail these to *hall-let@rbkc.gov.uk*.

# ***Kensington Town Hall***

# ***How to find Kensington Town Hall***

## **London Underground**

Take the Circle or District line train and alight at High Street Kensington Station. Turn left outside the station and cross the pedestrian crossing. This will take you into Hornton Street. Walk for approximately 100 metres; the Town Hall is the second red building on the left hand side.

## **Local Bus Routes**

Buses: 9, 10, 27, 28, 49, 52, 70, 328, C1

# ***Parking Information***

## **Kensington Town Hall**

Operated on behalf of the Council by APOCOA 24 Hour Car Park 020 7937 7040

Located: Beneath the Town Hall

Access: Phillimore Walk

Number of Spaces: 460

Height Restrictions: Level B2 11' (3.35m)  
Level B3 6'6" (1.98m)

Disabled Parking: Level B3 by lift No.5

### ***Charges as at 1<sup>st</sup> April 2003***

Hours (Mon-Sat)

0-1	£2.80
1-2	£5.50
2-3	£8.30
3-4	£11.30
4-6	£16.00
6-8	£22.00
8-10	£28.00

Overnight and Sunday rate:

Monday – Friday 6pm-9am £2.00

Sunday 9am-6pm £3.00.

Lost tickets will be charged at the full daily rate. All major credit cards are accepted. The area around the Town Hall, are for residents parking only from Monday – Friday 8:30am – 10pm and Saturday 8:30 am – 6.30pm.

*Please note that as stated above, the car park is run by APOCOA and not by the Council. These charges are correct as at the date indicated above. Please contact APOCOA on the telephone number above for the list of current charges.*

# Use of the Forecourt

## Loading and Unloading

Please report to the civic reception desk for loading/unloading. You will be issued with an exhibitors vehicle pass for access onto the forecourt. The pass must be visibly displayed inside the vehicle at all times. Vehicle loading is only allowed between the hours of 8am –10pm and must be a constant activity. As soon as the vehicle is loaded and prior onto the setting up of any stands it must be removed immediately. A maximum time of 20 minutes is permitted for loading purposes. **The concourse is a designated wheel clamping area and a £75 removal fee will be charged for any vehicle, which has overstayed their permitted time or if loading is not a constant activity.** Any event that will have more than six vehicles loading at one time must have a traffic marshal on duty.

## Disabled Access.

Generally disabled guests will be required to leave their car in the car park under the town hall. They can gain access to the concourse (i.e. ground floor level) via the lifts. Disabled guests will only be allowed to leave their car on the forecourt with prior permission. They must in the first instance apply in writing to the Conference & Events Manager.

Organisers should ensure that their exhibitors/contractor vehicles do not exceed the weight restrictions outlined below to avoid breaking through the surface into the car park. The smoke outlets (marked with silver plates and studs) are no parking areas.

Area	Kilonewtons per Square Metre	lbs per Square Foot
Forecourt	10	200
Forecourt next to the Library	10	200
Inside Great Hall	7.5	150
Foyer/Bar/Buffer	5	100
Inside Civic Foyer	5	100
Toilet Areas	2	40

We would prefer if loading did not take place on the surrounding streets, however loading is permitted on yellow lines where no loading restrictions are in place. Loading is also permitted on resident permit bays and pay and displays bays. Up to 11am there is no restriction on time to load in the surrounding areas as long as it is a constant activity. After 11am loading is set at 20 minutes.

**Organisers must be on site before their exhibitors/contractors/caterers as they will not gain access to the halls otherwise.**

**The designated fire marshals have to be known to the conference and events office before your event. Fire Marshals are required to be on site before the start of the event and report to the Duty Manager for briefing.**

The lift measurements for loading are as follows:

**Lift sizes:**

Lift 7 serves the Great and Small Hall and the Lower Foyer areas.

1.54m Width

1.42m Depth

2.2m Height

**Lift 7 Door**

1.06m Width

2.1m Height

# ***Our Staff Resources***

We hope that your event at our venue will run as smoothly as possible, but should you encounter any problems you should contact in the first instance the Duty Halls Managers on 020 7361 **3737**, 020 7361 **2836** or a specially designated number given to you at the time of your event. If for any reason the Duty Halls Managers are not available please call the Civic Reception at Kensington on 020 7361 **2565**. (Numbers in bold can be dialled directly from any internal extension).

The Town Hall staff will carry out any minor last minute changes to your requirements but they are not permitted to undertake any task that carry an Health and Safety risk, or to act as security, traffic marshal's, fire wardens or to hang banners posters etc. for your event. If you feel that you will need to have any of these services for your event please refer to the useful numbers section.

# **General Information About The Premises**

## **Access Times**

The halls are available for hire between 8am-2am. Access before 8am will only be granted in very exceptional circumstances on one-off occasions. If you need to gain access before 8am you will need to apply in writing in the first instance to the Conference and Events Manager and you will be charged for the extra hour if any early access is granted. Your booking must include a set up and set down time. **All caterers, exhibitors, contractors will not gain access to the halls before the hire period time and must be off site at the time your booking ends.**

## **Alcohol Licensing**

Kensington Town Hall is licensed to sell or consume alcohol between 11am-2am from Monday – Saturday; 12 noon – 10:30pm on Sunday and Good Friday and from 12 noon-3pm and 7pm – 10:30pm on Christmas day. You will be allowed an additional 20 minutes in which to consume drinks that have already been bought within the permitted hours.

## **Music**

Music may be played from the time of your booking, but it must be turned off **1 hour** before your hire period ends.

## **Equipment**

All AV equipment is included in the price of the hall hire subject to availability. Whilst we can provide you with data projector for PowerPoint presentations, we do not provide the laptop computer. If you do not have access to a laptop, we will be happy to order the equipment for you but this will be an additional cost to yourself. Full details of equipment that we have available is detailed in your contract.

## **Electrical**

3 phase electrical supplies (415 volts, 60 amps max load) are available in the Great Hall.

- a) below the stage
- b) in the balcony
- c) Room G32/2 (between the Great Hall and the Great Hall Foyer)

## **ISDN Lines**

If you require ISDN lines for your event you will need to specify this request in your contract. There are two ISDN lines, one located in the Great Hall and another in the Small Hall.

There are multiple sockets for each line but only one connection may be made to each of the two lines. The sockets are located as follows:

- Great Hall Line:           Great Hall left hand side facing stage on rear wall  
                                  Great Hall foyer on left hand side wall facing stage and on two  
                                  central pillars
- Small Hall Line:           Inside Small Hall right hand side wall facing stage  
                                  Small Hall foyer left hand side pillar and Small Hall wall

## **Internal Telephone Extension Lines**

These are the extension numbers for areas in the town hall that may be relevant to your booking. If you are dialling these numbers from an external phone please dial

020 7361 followed by the last 4 digits for the room that you wish to contact. If you are dialling from an internal phone you will only need to dial the last 4 digits.

Civic Kitchen	3250
Committee Room 1	2434
Committee Room 2	2433
Committee Room 5	2448
Council Chamber	3118
Civic Reception	2565
Duty Manager	3737
Duty Manager	2863
Great Hall Cloakroom	3518
Great Hall Foyer	2831
Great Hall Foyer	2711
Great Hall Served	2836
Green Room	2759
Help Desk	3456
(for reporting faults)	
Main Town Hall	2450
Mayoral Suite (CR 3)	2326
Mayoral Suite (CR 4)	2325
Projection Room	2327
Small Hall Served	2835
Small Hall Foyer	2992
Small Hall Cloakroom	3517

Owing to the mass availability and use of mobile cell-phones, there are no public pay-telephones on the premises.

**In case of FIRE, activate the nearest Fire Alarm break-glass point**

**In case of emergency dial 2222 from any internal telephone - response available at all times**

### **Plasma Screen**

There is a plasma screen at the entrance to the Great and Small Halls. This will display the title and location of your event. Your logo may be presented onto the screen from a disc by prior arrangement

### **Banners**

You may hang a banner on the exterior of the Great Hall Wall facing onto the forecourt. The measurements are 20' x 2'6". Please note the organiser should arrange signage with an external company.

### **Advertising**

The Marketing of your event is the responsibility of the event organiser. However The Council will allow posters to be displayed on the notice board at the Central Library in Kensington with prior agreement. The maximum size for posters in notice boards is A3. The Marketing and Admin Section produces a diary of all public events that take place at the Town Hall and this is then distributed to customers on our mailing list. If you would like your event to be advertised in the Diary of Events please contact the Sales and Marketing office on 020 7361 2220.

### **Street Advertising**

The Council discourages the erection of advert flyers and posters (temporary or

otherwise) relating to an event on the basis that such signage adversely affect the amenity of the neighbourhood. The Council will only permit you to hang banners from lamp posts only. Contact details are given below if you intend to advertise your event in this way. Please note there is a charge for this facility.

Maria Tatchley  
Senior Admin Officer  
Transportation and Highways  
020 7341 5121

Please note:

- It is an offence to place advertising boards on the footway or road.
- It is an offence for the public to fix banners or signs to any street furniture (Railings, traffic lights, bollards etc.)
- It is an offence to hand out leaflets to members of the public without a permit, which allows the distribution of free literature. This can be obtained, for a fee, from the Waste Management Admin Dept on 020 7341 5114

### **Ladders**

Ladders are not available for use, however labourers with ladders are available for hire. We will require 48 hours notice if you require this service. Please refer to the scale of charges for the current prices.

### **Sound System**

The Sound System in the halls is suitable only for public speaking and not for music presentation or concerts. In these instances a sound system will have to be brought in. Please refer to the useful numbers section for a contact telephone number.

### **Smoking**

The town hall is a non-smoking building. ***In the event of any fire brigade industrial action smoking is strictly forbidden anywhere in the town hall.***

### **Catering**

If you are using a caterer that you have selected from the Council's select list of caterers, you will need to inform the Conference and Events office of the caterer that you have chosen.

If you have been granted a catering waiver for your event, it will be the responsibility of you and your caterer to provide cutlery, table cloths etc. We strongly advise those who are bringing in their own catering to view the council's kitchens beforehand as no cooking is to be conducted on site. We will also require a £500 damage deposit. This is refundable as long as the kitchens are left in a clean state after your hire period.

### **Public Fairs**

For all public fairs we will require a £500 damage deposit cheque for your event at our venue. This deposit is refundable as long as no damage has occurred to the building during your hire period.

### **Exam Desks**

Kensington Town Hall regularly takes bookings for examinations and we can seat up to 470 candidates. We have 300 examination desks in storage subject to availability.

These are an additional cost to your hall booking and can be hired for £2 per desk + VAT including delivery. The seating capacity for exams is as follows:

**Great Hall**

Great Hall 270

Great Hall Foyer 100

**Small Hall**

Small Hall 80

Small Hall Foyer 20

# Measurements and Capacities

## Dimensions

	Length	Width	Area	Max. Height	Min. Height	Door Height	Door Width
<b>Great Hall</b>	22.32m 73'3"	21.45m 70'4"	475sqm 5115sqft	18.3m 60'	3.66m 12'	1.98m 6'6"	1.68m 5'6"
<b>Foyer</b>	21.5m 70'6"	14.35m 47'1"	288sqm 3100sqft	3.66m 12'	3.66m 12'	1.98m 6'6"	1.68m 5'6"
<b>Small Hall</b>	10.9m 35'9"	11.8m 38'9"	129sqm 1380sqft	3.66m 12"	3.66m 12"	1.98m 6'6"	1.98 5'6"
<b>Foyer</b>	Irregular Shape	Irregular Shape	110sqm 1190sqft	3.66m 12"	3.66m 12"	1.98m 6'6"	1.68m 5'6"

## Stage

	Height	Width	Depth	Screen
<b>Great Hall</b>	1.22m 4'	4.5m 14'9"	16m 52'6"	7.8m (wide) x 5.7m (high)
<b>Small Hall</b>	0.53m 1'9"	6.5m 21'4"	3m 9'10"	3.0m (wide) x 2.2m (high)

## Power and Sound

	Sound System	Induction Loop	Telephone Points	13amp Sockets	3-phase	Air Conditioning
<b>Great Hall</b>	√	√	√	26	√	√
<b>Foyer</b>	√		√	13	√	√
<b>Small Hall</b>	√	√	√	14	√	√
<b>Foyer</b>	√		6	6	√	√

## Lighting

	Tungsten	Fluorescent	Dimmers	Black Out	Windows
<b>Great Hall</b>	√	√	√	√	
<b>Foyer</b>	√	√	√		√
<b>Small Hall</b>	√	√	√	√	
<b>Foyer</b>	√	√	√	√	

**Great Hall**

Height under balcony  
max 15' from floor  
min 12' from floor

Distance from projection room to fixed screen  
73' (62' from front of balcony)

**Small Hall**

Distance from projection room to fixed screen  
42'

**Height restrictions in foyer areas**

Great hall foyer max height 3.2m or 10'6"  
Entrance lobby area max height 3.2m or 10'6"  
Great Hall lift lobby area height 3.82m or 12'6"  
Lower foyer 2.7m or 8'10"

Small hall foyer max height 3.2m or 10'6"

Maximum height restriction for an open exhibition stand will be 3m in above areas  
apart from the Lower foyer, which will be 2m

# Committee Rooms

We have 5 committee rooms available for hire at Kensington Town Hall. These rooms are suitable for AGM meetings or small receptions and have easy access for disabled guests. AV equipment is included in the price. However standing and hand held microphones are not suitable (and for most events are not necessary) in committee rooms unless a PA system is hired in (at your expense). The rooms are also not completely sound proof.

## Measurements

### Dimensions

Committee Room	Length	Width	Area	Max. Height	Min. Height	Door Height	Door Width
One	10.43m 34'3"	10.36m 34'2"	106sqm 1140sqft	4.88m 16'	4.88m 16'	1.98m 6'6"	0.92m 3'
Two	7.84m 25'9"	6.46m 1'2"	49sqm 525sqft	4.88m 6'	4.88m 6'	1.98m 6'6"	0.92m 3'
Three	8.55m 28'1"	5.5m 18'	56sqm 605sqft	4.88m 16'	4.88m 16'	1.98m 6'6"	0.92m 3'
Four	7.7m 25'3"	3.5m 11'6"	50sqm 534sqft	4.88m 16'	4.88m 16'	1.98m 6'6"	2.44m 8'
Five	7.23m 18'	5.5m 18'	38sqm 405sqft	3.66m 12'	3.66m 12'	1.98m 6'6"	0.92m 3'

### Lighting

Committee Room	Tungsten	Fluorescent	Controls in Room	Black Out	Windows
One	√	√	√	√	√
Two	√	√	√	√	√
Three	√	√	√	√	√
Four	√	√	√	√	√
Five	√	√	√	√	√

### Power

Committee Room	13amp	Telephone Points	Air conditioning
One	5	√	√
Two	3	√	√
Three	4	√	√
Four	4	√	√
Five	2	√	√

# ***Council Chamber***

The Council Chamber has a fixed seating capacity theatre style for 175 and is suitable for seminars and lectures with each seat having an individual microphone. Toilets are located in the foyer area of the chamber and there is easy access for disabled guests. Food and drink are not permitted inside the chamber at any time.

## **Dimensions**

<b>Length</b>	<b>Width</b>	<b>Area</b>	<b>Max. Height</b>	<b>Min. Height</b>	<b>Door Height</b>	<b>Door Width</b>
Irregular Shape	Irregular Shape	Irregular Shape	Irregular Shape	Irregular Shape	2.44m 8'	1.83m 6'

## **Lighting**

<b>Tungsten</b>	<b>Fluorescent</b>	<b>Controls in Room</b>	<b>Dimmers</b>	<b>Black Out</b>
√	√	√	√	√

## **Power**

<b>Sound System</b>	<b>Induction Loop</b>	<b>13amp</b>	<b>Telephone Points</b>	<b>Air Conditioning</b>
√	√	6	√	√

## ***Chelsea Old Town Hall***

# ***How to find Chelsea Old Town Hall***

## **London Underground**

Take the Circle or District line train and alight at Sloane Square. Cross the pedestrian crossing outside the station into Kings Road. Keep walking straight down the King's Road for approximately 10 minutes; the Chelsea Old Town hall is located on the left hand side opposite Sydney Street

## **Local Bus Routes**

49, 11, 19, 22, 211 319

# ***Parking Information***

## **Chelsea Old Town Hall**

NCP Car Park 0870 606 7050

Located: Sydney Street

Access: Sydney Street

Number of spaces: 47

Height Restrictions: None

Disabled Parking: None

### ***Charges as of April 1<sup>st</sup> 2003***

Hours

0-1	£4.00
1-2	£7.00
2-4	£10.00
4-6	£13.00
6-8	£18.00
8-10	£20.00
10-12	£23.00
24 hr	£37.00

A night rate is available from 6pm - 8am £15. Credit Cards are not accepted.

*The car park is run by NCP and not by the Council. These prices are correct at the time of going to press. Please contact NCP for the list of current charges*

3 parking bays are allocated to the two halls. Two bays for the main hall and one for the small hall. If you have both halls you will be allocated all 3 bays. The cost is £10 per bay per day payable at the Chelsea Reception desk on the day of your event.

### **Pay-and-Display Locations:**

Margaretta Terrace	3 controlled bays
Oakley Street	5 controlled bays
Flood Street	10 controlled bays
Chelsea Manor Street	9 controlled bays
Grove Cottages	4 controlled bays

# ***Loading and Unloading***

Loading and Unloading is generally extremely difficult at Chelsea Old Town Hall due the building being surrounded by a residential area. There are no areas around the town hall that are designated loading areas. Generally contractors, exhibitors and caterers, park in the resident's parking bays to load and unload their vehicle. ***This practice however is entirely at the risk of the events organiser and the Council shall not accept any responsibility for any fines that may be occurred.***

Organisers must be on site before their exhibitors/contractor/caterers, as they will not gain access to the halls otherwise. There is no loading lift at Chelsea Old Town Hall

## **Disabled Access**

A lift is located to the right of the entrance for disabled guests.

## ***Our Staff Resources***

We hope that your event at our venue will run as smoothly as possible, but should you encounter any problems you should contact in the first instance the Duty Halls Managers on 020 7361 **3737** or 020 7361 **2863** or a specially designated number given to you at the time of your event. If for any reason the Duty Halls Managers are not available please call the Hall keepers office at Chelsea Old Town Hall on 020 7361 **4131** (Numbers in bold can be dialled directly from any internal extension).

The Town Hall staff will carry out any minor last minute changes to your requirements but they are not permitted to undertake any task that carry an Health and Safety Risk, or to act as security, traffic marshal's, fire wardens or to hang banners posters etc. for your event. If you feel that you will need to have any of these services for your event please refer to the useful numbers section.

# ***General Information About The Premises***

## **Access Times**

The halls are available for hire between 8am-midnight. Access before 8am is not permitted. Your booking must include a set up and set down time. **All caterer's exhibitors and contractors will not gain access to the halls before the hire period and must be off site at the time your booking ends.**

## **Alcohol Licensing Hours**

Chelsea Town Hall is licensed to sell or consume alcohol between 11am - 11pm from Monday – Saturday, 12 noon – 10:30pm on Sunday and Good Friday and from 12 noon-3pm and 7pm – 10:30pm on Christmas day. You will be allowed an additional 20 minutes in which to consume drinks that have already been bought within the permitted hours.

## **Music**

Music **must** be turned down at 11pm and **switched off** at 11:30pm, on any day of the week.

## **Equipment**

All AV equipment is included in the price of the hall hire subject to availability. Whilst we can provide you with a data projector for PowerPoint presentations, we do not provide the laptop computer. If you do not have access to a laptop, we will be happy to order the equipment for you but this will be at an additional cost to yourself. A reminder to organisers that it is not recommended that you use the main hall at Chelsea for presentations, particularly during daylight. This is due to the fact that the main hall has a lot of natural daylight and it is not possible to block the light out. Full details of equipment that we have available is detailed in your contract.

## **ISDN Lines**

There are no ISDN lines available at Chelsea Old Town Hall. ISDN lines can be obtained via BT (the number can be found in the useful numbers section). **Please note that ordering lines through BT is the responsibility of the events organiser.**

## **Reporting BT Line Faults**

Where additional lines have been installed by BT, call them on 0800 672 224 or 154. Internal telephones with external dialling facilities (dial 9) should be reported to Ext. 3737, 2863 or 4131.

## **Internal Telephone Extensions**

These are the extension numbers of areas in the town hall that may be relevant to your booking. If you are dialling these numbers from an external phone please dial 020 7361 followed by the last 4 digits of the room that you wish to contact. If you are dialling from an internal phone you will only need to dial the last 4 digits.

Cadogan Bar	4121
Chair Store	4136
Cloakroom	4119
Duty Manager	3737
Duty Manager	2863
Hall keeper's office	4131
Main Corridor	4122
Main Hall entrance	4117
Main Hall stage area	4118
Small Hall entrance	4123

**In case of FIRE, activate the nearest Fire Alarm break-glass point**

**In case of emergency dial 2222 from any internal telephone - response available at all times**

### **Banners**

There are two sets of eyebolts in place beneath the library windows on the Kings Road frontage, which will take banners up to a maximum of 6m x 1m. The space between bolts is 6.8m x 1.15m. Sufficient tying length should be left to allow for fixing.

### **Air Conditioning**

There is no AC facility at Chelsea Old Town Hall. However there are free standing fans available should you require them.

### **Radiators**

The radiators sizes are:

21" depth

34" high

60" width

### **Skip Hire**

If you require a skip for your event, please inform the Conference Office **2 Weeks** before your event. The size of the skip is 12 cubic feet. Please refer to the scale of charges for the current hire charge.

### **Advertising**

The Marketing of your event is the responsibility of the event organiser. However The Council will allow posters to be displayed on the notice board in the Library in Chelsea and in the notice board outside the town hall with prior agreement. The maximum size for posters in notice boards is A3. The Marketing and Admin Section produces a diary of all public events that takes place at the Town Hall and this is then distributed to customers on our mailing list. If you would like your event to be advertised in the diary of events please contact the Sales and Marketing office on 020 7361 2220.

### **Street Advertising**

The Council discourages the erection of advert flyers and posters (temporary or other wise) relating to an event on the basis that such signage adversely affect the amenity of the neighbourhood. The Council will only permit you to hang banners from lamp posts only. Contact details are given below if you intend to advertise your event in this way. Please note there is a charge for this facility.

Maria Tatchley  
Senior Admin Officer  
Transportation and Highways  
020 7341 5121  
Please note:

- It is an offence to place advertising boards on the footway or road.
- It is an offence for the public to fix banners or signs to any street furniture (Railings, traffic lights, bollards etc.)
- It is an offence to hand out leaflets to members of the public without a permit, which allows the distribution of free literature. This can be attained, for a fee, from the Waste Management Admin Dept on 020 7341 5114.

### **Ladders**

Ladders are not available for use, however labourers with ladders are available for hire. The conference and events office will need 48 hours notice if you require this service. Please refer to the scale charges for the current price for hire.

### **Sound System**

The Sound System in the halls is suitable only for public speaking and not for music presentation or concerts. In these instances a sound system will have to be brought in. Please refer to the useful numbers section for a contact telephone number.

### **Smoking**

The town hall is a non-smoking building. ***In the event of any fire brigade industrial action smoking is strictly forbidden anywhere in the town hall.***

### **Catering**

If you are using a caterer that you have selected from the Council's select list of caterers, you will need to inform the Conference and Events office of the caterer that you have chosen.

If you have been granted a catering waiver for your event, it will be the responsibility of you and your caterer to provide cutlery, table cloths etc. We strongly advise those who are bringing in their own catering to view the council's kitchens beforehand as no cooking is to be conducted on site. We will also require a £500 damage deposit. This is refundable as long as the kitchens are left in a clean state after your hire period.

### **Public Fairs**

For all public fairs we will require a £500 damage deposit cheque for your event at our venue. This deposit is refundable as long as no damage has occurred to the building during your hire period.

### **Examinations**

Chelsea Old Town Hall regularly takes bookings for examinations and we can seat up to 250 candidates. We have 300 examination desks in storage subject to availability. These are an additional cost to your hall booking and can be hired for £2 per desk + VAT including delivery. The seating capacity for exams is as follows:

**Main Hall 170**  
**Small Hall 80**

# Measurements

## Dimensions

	Length	Width	Area	Max. Height	Min. Height	Door Height	Door Width
<b>Main Hall</b>	20.05m 65'9"	13.4m 44'	269sqm 2890sqft	4.4 14'5"	2.6m 8'6"	1.98m 6'6"	1.68m 5'6"
<b>Cadogan Suite</b>	14m 45'11"	9.3m 30'6"	117sqm 1260sqft	4.27m 13'10"	4.27 13'10"	1.98m 6'6"	1.98m 6'6"
<b>Ante Room</b>	9.23 30'	5.23m 17'	48.27sqm 510sqft	4.27m 13'10"	4.27 13'10"	1.98m 6'6"	1.98m 6'6"
<b>Small Hall</b>	16.62m 54'6"	9.4m 30'10"	156sqm 1680sqft	3.4m 11'2"	2.6m 8'6"	1.98m 6'6"	1.68m 5'6"

## Main Hall Stage

	Metre	Feet
<b>Height</b>	1.22	4'
<b>Width</b>	7.9	25'11"
<b>Max Depth</b>	4.15	13'7"
<b>Min Depth</b>	3.7	12'2"

## Power and Sound

	Sound System	Telephone Points	13amp Sockets	32amp Single Phase	64amp 3 Phase
<b>Main Hall</b>	√	√	20	4	1
<b>Cadogan Suite</b>	√	√	6		
<b>Small Hall</b>	√	√	20	2	

## Lighting

	Tungsten	Controls in room	Dimmers	Black Out	Windows
<b>Main Hall</b>	√	√	√		√
<b>Cadogan Suite</b>					√
<b>Small Hall</b>				√	√

# **Crèches**

Where the organiser of an event wishes to operate Crèche facilities on Council premises:

Under the Children Act part XA Schedule 9A, crèches which operate for less than six days in any year are exempt from registration. However they should notify the registration authority in writing before the first occasion on which the premises are so used. The authority to refer to is:

Ofsted,  
London Regional Centre  
90 Union Street  
SE1 OFS  
Telephone No: 0845 601 4771

# ***Ways to Pay***

For payment of invoices you can pay in person at the cashiers office at the Town Hall, Hornton Street Kensington W8 7NX. The office is open Monday – Thursday 9am- 4.30pm and Friday 9am – 4pm.

When paying by post, all cheques are to be made payable to “Royal Borough of Kensington and Chelsea and send them to the Conference Office Kensington Town Hall, Hornton Street London W8 7NX. Please include your payment slip for the relevant invoice when sending in your cheque. If your cheque covers more than one invoice you will need to send in all the payment slips.

Payment by Credit/Debit Card: Telephone No. 020 7361 3868

## Useful Numbers

Please note - the following list is not exhaustive and no responsibility can be accepted by the Royal Borough for the services given

### Mini Cab Nos.

<b>Abbey Cars</b>	0208 969 2777
<b>Regency Cars</b>	0207 602 2000
<b>Mercury Cabs</b>	0207 727 3535
<b>Idway Cars</b>	0208 458 5555

Alternatively there are a large number of black cabs operating in the area

### Photocopying services

Please note photocopying is available at the cost of 7.5p per page at Kensington Town Hall only.

### Faxing Services

Faxing is not currently available on site

### Florists

Conteh Landscaping	020 8961 0931
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### Security

The Event and Exhibition Partnership	020 8543 5588
Renegade Security	07812 369 403/07903 391 711
Gainsborough	01279 602900

### Water Cooling Machines

Wye Spring Water Co.	020 7730 6977
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### Exhibition services

Access TCA Europe	01296 331020
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### AV services

The AV Co.	020 8520 4321
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### Exhibition Furniture to Hire

Indisplay Units 1&2 Walton Road Bushey, Watford, Herts WD23 2PA	TEL 01923 210097 FAX 01923 250550
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Yellow directional signs on pre-determined street furniture	AA Head Office 01256 328781
Blue directional signs on pre-determined street furniture	RAC 0845 6010000
Additional exhibition phone lines Required from BT	0800 671903
Perton Signs Exterior Banners	020 8992 5775
Notting Hill Police Station	020 8246 0162
Kensington Police Station	020 7376 1212
Chelsea Police Station	020 7589 1212
St. John Ambulance	01707 887 442

# ***Local Information***

## **Local Banks and Building Societies in the Kensington Area**

<b>Bradford &amp; Bingley</b>	Kensington High Street between Campden Hill Road and Argyll Road
<b>Halifax</b>	Kensington High Street between Argyll Road and Phillimore Gardens
<b>Lloyds TSB</b>	situated on the corner of Hornton Street/Kensington High Street
<b>National Westminster</b>	situated on the corner of Young Street/Kensington High Street
<b>Post Office</b>	Kensington High Street on the corner of Earls Court Road
<b>The Royal Bank of Scotland</b>	Kensington High Street between Allen Street and Adam & Eve Mews

## **Local Restaurants in the Kensington Area**

<b>Café Pasta -</b>	Kensington High Street between Earls Court Road and Abingdon Road
<b>Café Rouge</b>	situated in Kensington Church Street
<b>Kensington Tandoori -</b>	situated in Abingdon Road off Kensington High Street
<b>Mandarin Chinese Restaurant</b>	situated in Allen Street off Kensington High Street
<b>Meridiana (Italian)</b>	situated in Marloes Road off Kensington High Street - Wrights Lane leading onto Marloes Road (closed on Sundays)
<b>Palms Restaurant -</b>	situated in Campden Hill off Kensington High Street
<b>Pizza Hut</b>	situated on the corner of Church Street/ Kensington High Street
<b>Royal Garden Hotel (2 restaurants)</b>	Kensington High Street on the corner of Kensington Palace Green
<b>Stratfords Fish Restaurant</b>	situated in Stratford Road – off Kensington High Street -Wrights Lane leading onto Marloes Road turn right into Stratford Road
<b>Thai Terrace</b>	situated in Wrights Lane off Kensington High Street
<b>Trattoo Italian Restaurant -</b>	situated in Abingdon Road off Kensington High Street

### **Fast Food and Coffee Houses in the Kensington Area**

<b>Aroma Café</b>	Corner of Wrights Lane off Kensington High Street
<b>Graziana's</b>	Hornton Street off Kensington High Street - provides coffee teas and sandwiches
<b>McDonalds</b>	Kensington High Street between Hornton Street and Kensington Church Walk
<b>Pret-A-Manger</b>	Kensington High Street Tube Station

### **Public Houses**

<b>Elephant &amp; Castle</b>	Holland Street, off Hornton Street
<b>The Britannia</b>	Allen Street, off Kensington High Street
<b>The Greyhound</b>	Young Street off Kensington High Street

### **Pharmacies**

<b>Boots Pharmacy</b>	Kensington High Street on the corner of Wrights Lane Monday – Friday 8am-7pm Saturday 9am-7pm Sunday 11am – 5pm
<b>Pestle &amp; Mortar Pharmacy</b>	Kensington High Street between Allen Street and Abingdon Road Monday – Saturday 9am-7pm Sunday 10am – 5pm

### **Supermarkets**

<b>Marks &amp; Spencer</b>	Kensington High Street between Wrights Lane and Derry Street
<b>Safeway</b>	Kensington High Street between Campden Hill Road and Argyll Road

### **Local Banks and Building Societies in the Chelsea Area**

<b>Abbey National</b>	situated on the Kings Road between Markham Square and Bywater Street
<b>Chelsea Building Society</b>	situated on the Kings Road between Tryon Street and Anderson Street
<b>Lloyds TSB</b>	situated on the Kings Road on the corner of Jubilee Place

<b>National Westminster</b>	Kings Road between Sydney Street and Chelsea Manor Street
<b>Post Office</b>	situated on the Kings Road between Sydney Street and Chelsea Manor Street

### **Local Restaurants in the Chelsea Area**

<b>Al-Dar (Lebanese)</b>	Kings Road between Anderson Street and Lincoln Street
<b>Benihana</b>	Kings Road between Atlantic Court and Wellington Square
<b>Dans Restaurant</b>	situated in Sydney Street off the Kings Road (opposite Chelsea Town Hall) on the corner of Britton Street
<b>Henry J. Beans</b>	Kings Road between Chelsea Town Hall and Oakley Street
<b>La Bottega</b>	Kings Road between Chelsea Town Hall and Oakley Street
<b>Market Place Restaurant &amp; Bar (Pizzeria)</b>	situated on Sydney Street off the Kings Road (opposite Chelsea Town Hall)
<b>Picasso</b>	Kings Road between Flood Street and Shawfield Road
<b>Pizza Express</b>	Kings Road between Jubilee Place and Markham Street

### **Fast Food and Coffee Houses in the Chelsea Area**

<b>Cafe Nero</b>	Kings Road between Radnor Walk and Smith Street
<b>Coffee Republic</b>	Kings Road between Chelsea Manor Street and Flood Street
<b>Starbucks</b>	Kings Road between Shawfield Street and Radnor Walk
<b>McDonalds</b>	Kings Road between Welling Square and Royal Avenue
<b>Pret A Manger</b>	Kings Road between Anderson Street and Lincoln Street

### **Public Houses**

<b>Chelsea Potter</b>	Kings Road, between Shawfield Street and Radnor Walk
<b>The Trafalgar</b>	Kings Road between Chelsea Manor Street and Burnsall Street

### **Pharmacy**

**Boots Pharmacy** Kings Road between Jubilee Place and Markham Street  
Monday – Saturday 9am-7pm  
Sunday - 12 noon – 7pm

### **Supermarkets in the Chelsea Area**

**Marks & Spencer** Kings Road between Radnor Walk and Smith Street

**Safeway** Kings Road between Royal Avenue and Walpole Street

**Waitrose** Kings Road between Chelsea Manor Street and Burnsall Street