

## ***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>				√	√