

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 1st 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.

The location of the ISDN lines are:

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

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 Servery	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 Servery	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
Great Hall	22.32m 73'3"	21.45m 70'4"	475sqm 5115sqft	18.3m 60'	3.66m 12'	1.98m 6'6"	1.68m 5'6"
Foyer	21.5m 70'6"	14.35m 47'1"	288sqm 3100sqft	3.66m 12'	3.66m 12'	1.98m 6'6"	1.68m 5'6"
Small Hall	10.9m 35'9"	11.8m 38'9"	129sqm 1380sqft	3.66m 12"	3.66m 12"	1.98m 6'6"	1.98 5'6"
Foyer	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
Great Hall	1.22m 4'	4.5m 14'9"	16m 52'6"	7.8m x 5.7m
Small Hall	0.53m 1'9"	6.5m 21'4"	3m 9'10"	3x3m 10 x 10'

Power and Sound

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

Lighting

	Tungsten	Fluorescent	Dimmers	Black Out	Windows
Great Hall	√	√	√	√	
Foyer	√	√	√		√
Small Hall	√	√	√	√	
Foyer	√	√	√	√	

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'	1.98 6'6"	0.92m 3'
Two	7.84m 25'9"	6.46m 1'2"	49sqm 525sqft	4.88m 6'	4.88 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

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

Lighting

Tungsten	Fluorescent	Controls in Room	Dimmers	Black Out
√	√	√	√	√

Power

Sound System	Induction Loop	13amp	Telephone Points	Air Conditioning
√	√	6	√	√