

# Chelsea Old Town Hall & Kensington Town Hall

*Terms and Conditions of Hire*

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## **Terms and Conditions of Hire for the hire of**

### **THE TOWN HALL KENSINGTON and/or CHELSEA OLD TOWN HALL**

#### **DEFINITIONS**

##### **Supervising Officer**

The Supervising Officer shall be the Director of Personnel and General Services or such other officer for the time being in post as directed by the Town Clerk and Chief Executive.

##### **Authorised Officer**

Any Officer of the Council or other statutory officer authorised by the Supervising Officer

#### **1.0 APPLICATION FOR HIRE**

- 1.1 All applications for the hire of any of the premises must be made in writing on the prescribed form and, when completed, shall be returned to:

The Conference & Events Manager  
Conference and Events Office  
Kensington Town Hall,  
Hornton Street,  
London,  
W8 7NX  
ENGLAND

All subsequent enquiries and correspondence shall be made to this address.

- 1.2 Applications will not be accepted from persons under 18 years of age.
- 1.3 The Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
- 1.4 No public announcement of the hiring shall be made until the application has been granted and the appropriate deposit or full fees paid.
- 1.5 No booking will be deemed to be confirmed until such time as the deposit required, as set out below, has been received by the Council.

#### **2.0 PAYMENT OF CHARGES**

- 2.1 Where the hiring is to commence within two months of the date of acceptance of the application, the total fee is payable immediately.
- 2.2 Where the hiring is to commence more than two months but less than one year after the date of acceptance of the application a deposit of 25% of the charge is payable. Payment is due within 30 days of the invoice being issued.
- 2.3 Where the hiring is to commence more than one year after the date of acceptance of the application a preliminary deposit of 10% of the charge is payable immediately on confirmation of the booking and the balance of the deposit of 15% (making a total deposit of 25%) is payable one year before the commencement of the hiring. Payments are due within 30 days of the invoices being issued.
- 2.4 The balance of the total charge is due and payable not less than one month before the commencement of the hiring and unless it is so paid the Council may cancel the hiring, retain the deposit already paid and recover the balance of monies payable by the hirer as though it were a cancellation by the hirer under the provisions of Condition 3.0 herein.
- 2.5 Receipts will only be issued on written request accompanying payments.

- 2.6 In addition to the hiring charges the hirer shall if so required by the Council deposit with the Council such sum as the Supervising Officer considers reasonable and expedient as security for payment for any damage or loss occasioned to the premises for any property of the Council and such deposit will be returned to the hirer in full within 28 days after the end of the hiring provided that there is no such or any other claim arising or outstanding.
- 2.7 Equipment hire, staffing and other sundry charges will be invoiced after the event and will be payable within 30 days of the invoice being issued. Under certain circumstances a deposit may be required.
- 2.8 Price Increases: The Council reserves the right to increase prices without notice. All bookings for events taking place after any price increase shall be liable to the higher charge(s) for the facilities hired.
- 2.9 Reduced Hire Charges and Free Lettings: Normally no reductions in hire charges will be granted with the sole exception that applications in writing from Registered Charitable and voluntary organisations may be considered. See Appendix 'B'.

### **3.0 CANCELLATIONS**

- 3.1 In the event of any cancellation or termination of the hiring, no liability shall fall upon the Council, or any Officer of the Council, in respect of any loss sustained or expenses incurred by the hirer or any other person as a result thereof and hirers are advised to insure against such loss.
- 3.2 The Council may cancel or terminate any hiring if there is any omission from or misstatement in the application form, if the premises are hired or used for any purpose which they have not approved or if there is any breach of the Terms and Conditions of Hire.
- 3.3 In the event of cancellations under paragraph 3.2 all fees and charges paid will be forfeited and the hirer shall be liable to the Council for any costs, expenses and losses incurred by the Council.
- 3.4 The Council may cancel or terminate any hiring if the premises are required for any purpose connected with a European, United Kingdom parliamentary or local authority election or if the premises are required in connection with a major national or local emergency and shall not thereby incur any liability whatsoever to the hirer other than for the return of such hiring charges as shall have been paid by the hirer. Hirers are strongly advised to insure against this eventuality.
- 3.5 If the hiring is cancelled by the hirer after a deposit has been paid the hirer shall be liable for payment of the following percentage of the total hiring charge after allowing for the deposit already paid:
  - 3.5.1 where the notice of cancellation is received less than one month before the date of commencement of the hiring: 100% of the full hire fees will be payable.
  - 3.5.2 where the notice of cancellation is received more than one but less than three months before the date of commencement of the hiring: 75% of the full hire fees will be payable.
  - 3.5.3 where the notice of cancellation is received more than three months but less than six months before the date of commencement of the hiring: 50% of the full hire fees will be payable.
  - 3.5.4 where the notice of cancellation is received more than six months but less than one year before the date of commencement of the hiring: 25% of the full hire fees will be payable.
  - 3.5.5 where the notice of cancellation is received more than one year before the date of commencement of the hiring: 10% of the full hire fees will be payable.
- 3.6 Where the Supervising Officer reasonably believes that the hiring:
  - Injures or is likely to injure the reputation of the Council or offends against any statute or regulation binding upon the Council he may without further liability and at his absolute discretion terminate the hiring immediately on notice.

#### **4.0 SUB-LETTING**

4.1 The hirer shall not sub-let, or attempt to sub-let, the premises or part thereof.

#### **5.0 SUPERVISION OF THE PREMISES**

5.1 There shall be present throughout each day of the hiring a person or persons, being the hirer and/or a nominated representative of the hirer who shall accept responsibility for ensuring the effective control and supervision of the premises and all persons therein and for compliance with these conditions, and the name, address and status of such person(s) shall be communicated to the Conference and Events Manager at the commencement of each day of the hiring.

5.2 Nominated representatives should make themselves known to staff on duty.

#### **6.0 RIGHT OF ENTRY**

6.1 The Council reserve to themselves the right of entry at all times to any of the premises hired by the Supervising Officer and/or authorised officers of the Council and the hirer must arrange for reception staff, stewards and security officers to be instructed accordingly.

#### **7.0 LOSS, DAMAGE OR INJURY**

7.1 The hirer shall indemnify the Council, its officers, contractors and agents from and against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the hiring in respect of:

7.1.1 any loss, theft, or damage of or to any property of any person not privy to the hiring agreement in or upon the premises, and

7.1.2 the death or injury howsoever or to whomsoever caused which shall occur while such person is in or upon the premises or any part thereof or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.

7.2 Hirers will be responsible for any loss or damage to clothing or other property and for any claims arising out of use of the cloakrooms, and may if they so desire provide one or more attendants. The recommended numbers for cloakroom attendants are a minimum of one cloakroom attendant per 200 attendees.

7.3 Under no circumstances will the Council make good or accept responsibility or liability in respect of any loss, theft or damage, howsoever or by whomsoever caused of or to any goods or property whatsoever of the hirer in or upon the premises deposited with any officer or servant of the Council.

7.4 The Council will not be liable for any loss occasioned to the hirer as a result of the breakdown of equipment, a failure in the supply of electricity, a leakage or penetration of water, a fire or explosion, a government restriction or an act of God which may cause the premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled.

#### **8.0 THIRD PARTY/PUBLIC LIABILITY INSURANCE**

8.1 The Council can provide voluntary/charitable organisations hiring the premises with third party/public liability insurance cover in respect of the hirer's legal liability for accidental bodily injury or illness sustained by third parties and the loss of or damage to property belonging to third parties arising from the hiring. An application form is available from The Conference and Events Manager.

8.2 The limit of indemnity is £2m for any one incident but losses caused by fire or explosions to the hired premises are limited to £2m for any one hiring. Loss of or damage to the hired premises caused other than by fire and explosion is limited to £30,000 with the first £50 of each incident being excluded.

8.3 There is excluded from cover:

8.3.1 Liability which is insured under any other policy or insurance.

- 8.3.2 Hirings for meetings or rallies organised for political purposes, when hirers must provide insurance, at least to the levels specified in Paragraph 8.2. or such other higher level as required by the Supervising Officer. A copy of such insurance cover must be provided to the Conference and Events Manager at least seven days prior to any such event.

## **9.0 TAXES, FEES, ETC.**

- 9.1 The hirer shall indemnify the Council and its officers and servants from and against any claim for any duty, tax, royalty or copyright fee payable in respect of any entertainment given by the hirer and against any infringement of copyright which may occur during the hiring.

## **10.0 DAMAGE, DECORATIONS, ADVERTISING AND PYROTECHNICS**

- 10.1 The hirer shall not cause or permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings. No notices may be affixed to any walls or panelling in the Halls or Committee Room Suites. Any notices fixed to walls or any other area that have caused damage will be charged to the hirer.
- 10.2 No notice, sign, flag, bunting, banner, decoration, drapery, or other item shall be affixed to any part of the building or to the furniture or fittings therein by adhesive tape or adhesive substance, unless the prior written permission of the Conference & Events Manager has been obtained.
- 10.3 No adhesive tapes may be used to mark wooden or carpeted floors.
- 10.4 High level signage may only be erected by professional signage companies and due account must be taken of all of the requirements in this clause 10 and the requirements of the Health and Safety at Work etc Act 1974.
- 10.5 Any exhibition stand construction shall be prefabricated. No painting or making good with alternative products will be allowed on the premises.
- 10.6 No decorations, flags, emblems, gas-filled balloons, streamers or confetti will be permitted either externally or internally without the previous consent in writing of the Supervising Officer. Where such consent is given, it will be conditional on the use of non-inflammable material or material treated with an approved fireproofing substance. The removal of gas-filled balloons from high ceilings will be a charge to the hirer.
- 10.7 The Council reserves the right to remove any poster, emblem or decoration visible outside the premises which in the opinion of the Supervising Officer shall be or become unseemly or unsightly.
- 10.8 The hirer shall not display and shall ensure that no other person displays any advertisement relating to the hiring by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture or trees within the Borough except with the prior written consent of the Supervising Officer.
- 10.9 Guidance on permissible signage is given in this document at Appendix 'A'.
- 10.10 Naked flames, smoke making machines, indoor fireworks and stage pyrotechnics will not normally be permitted in the premises. Applications in writing to waive this regulation must be made to the Supervising Officer for consideration and hirers are advised that substantial additional staffing costs may be incurred if approval is granted.

## **11.0 DAMAGE TO COUNCIL PROPERTY**

- 11.1 During building and dismantling of any event hirers must protect all floors, walls, soft furnishings, glass, pillars, cornices, entrances, decoration, artworks, furniture and fixtures and fittings relating to the premises.
- 11.2 The hirer shall repay to the Council on demand the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to the Council in or upon the premises which shall be damaged, destroyed, stolen or removed during the period of hiring.

## 12.0 COMPLIANCE WITH STATUTES AND REGULATIONS

- 12.1 The hirer shall strictly observe and perform the relevant provisions contained in The Children and Young Persons Act, 1933, the Copyright Act, 1956, or any statutory modification or re-enactment thereof and all other statutory provisions and shall comply with all obligations and requirements of any licensing authority (including the Council) applicable to any hiring and shall indemnify and keep indemnified the Council, the Town Clerk and Chief Executive and all other officers of the Council from all penalties, damages, costs and proceedings which they may incur in consequence of any breach or default in complying with those provisions, obligations and requirements.
- 12.2 The hirer shall strictly observe the requirements and regulations of any licensing authority (including the Council) as to exhibitions and Public Entertainment Licensed events and the number of persons to be admitted, number and location of uniformed attendants (other than Council employed staff), arrangement of seating (especially linked seating, see 13.3 below), widths of gangways between chairs, stands and tables, the requirement to keep free of obstruction any emergency signs, stairways and exits and other like requirements.

## 13.0 PERMITTED NUMBERS

- 13.1 The maximum number of persons to be allowed admission to the Premises at any one time under the terms of the Entertainment Licence are set out below and the hirer shall ensure that these numbers are not exceeded:

### The Town Hall Kensington

THE GREAT HALL including Gallery (Excluding stage seating)	860	Seated Audience (including Gallery)
THE SMALL HALL (Excluding stage seating)	190	Seated Audience
Council Chamber and Gallery	175	Seated Audience
Committee Room No.	1	70 Theatre Style
	2	40 Theatre Style
	3	35 Theatre Style
	4	35 Theatre Style
	5	25 Theatre Style
	7	10 Theatre Style

### Chelsea Old Town Hall

THE MAIN HALL including Gallery	440	Seated Audience (including Gallery)
THE SMALL HALL	150	Seated Audience
THE CADOGAN SUITE and Ante Room	120	Standing (Reception)

- 13.2 The Council may, in their absolute discretion, reduce the maximum number of persons to be admitted if they consider it expedient or necessary so to do.
- 13.3 Meetings and concerts shall, where required by the Entertainment Licence, all be provided with linked or fixed seating which shall not be moved or re-arranged without the consent of the Conference and Events Manager.

## 14.0 STEWARDS, USHERS, UNIFORMED ATTENDANTS ETC.

- 14.1 For all events on the premises the hirer shall provide a sufficient number of competent stewards, receptionists, toilet attendants and security officers, to secure a proper standard of observance and performance of all regulations and conditions and the ongoing good conduct of all attendees. These attendants shall have been specifically instructed by the hirer as to their essential responsibilities in the event of fire or other emergency.
- 14.2 The primary duty of attendants is to ensure that safe conditions are maintained in the premises and to achieve this they should:-

- Ensure that no overcrowding occurs in any part of the premises
  - Keep all gangways and exits clear at all times
  - Prevent standing on seats and furniture and
  - Be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons
- 14.3 Attendants shall be readily identifiable to the public by means of some conspicuous clothing or marking system which is visible under all lighting conditions.
- 14.4 The number of attendants on duty on the premises to assist persons entering or leaving shall not be less than one per 250 or part of 250 persons present; and
- (a) if the number of persons on a floor or tier is less than 100 there shall be at least one additional attendant on duty on that floor or tier;
- (b) if the number of persons present on any floor or tier exceeds 100 there should be at least 2 additional attendants on duty on that floor or tier.
- 14.5 The hire charge does not include the services of Council staff.
- 14.6 The hirer shall bring to the attention of all receptionists, stewards and security officers notices and information relating to Fire and Bomb emergency procedures.
- 14.7 If the hirer has more than 200 persons at any one time in the halls a toilet attendant is to be hired for the duration of the event unless the client has permission from the Conference and Events Manager.

#### **15.0 OBSTRUCTION OF PASSAGEWAYS, ETC.**

- 15.1 All gangways, corridors, staircases, passageways, entrances and exits must at all times be kept entirely free from obstruction.
- 15.2 Fire doors must remain closed at all times when not in use except where they are held open with electro-mechanical devices linked to the fire alarm system. Fire doors must not be obstructed or wedged or permanently tied closed.
- 15.3 The Small Hall Anteroom at Chelsea Old Town Hall is a primary means of escape and may not be used for storage or exhibition stands. It shall be kept clear at all times.

#### **16.0 ELECTRICAL INSTALLATIONS**

- 16.1 No alterations or additions to the existing lighting arrangements or connection to the electrical installations shall be made except with prior written permission of the Conference & Events Manager.
- 16.2 The installer of any electrical installation shall complete in full the Completion and Inspection Certificate (herein attached) and return it to the Conference and Events Manager when complete. Only upon completion and presentation of this Certificate will electrical power be supplied to the installation.
- 16.3 Technical support will be provided by Council Technicians only immediately upon the hirer taking occupancy (to familiarise operators with audio visual equipment etc) or upon the unsatisfactory performance of any of the Council's technical equipment. Hirers are strongly advised to bring in their own competent technical support for the duration of their event.
- 16.4 The supply of electrical extensions, two-way electrical sockets, two-way telephone sockets, telephone lead extensions, ISDN telephone lines and additional telephone lines other than those already fixed on site is the responsibility of the hirer. ISDN lines and additional telephone lines may be installed with the prior approval of the Conference and Events Manager.

Regulations for electrical installations at exhibitions are issued at the end of these general conditions. See Appendix 'C'.

#### **17.0 EXHIBITIONS CONSIDERED TO BE DANGEROUS, UNDESIRABLE OR UNSUITABLE**

- 17.1 If anything offered for sale or exhibited in any of the premises is considered by the Supervising Officer or the Council's authorised officers to be likely to be undesirable, in breach of copyright, unsuitable or dangerous to any person or property inside or outside such premises, it shall on request be removed by the hirer forthwith.

## **18.0 FILMS**

18.1 The premises hired will not be used for the exhibition of film unless film of non-inflammable material is used, and in such cases the Entertainment Licensing Authority and all other regulations and requirements must be complied with.

## **19.0 ANIMALS AND BIRDS**

19.1 Except with the written approval of the Supervising Officer, the hirer shall not permit any animal or bird to enter or remain on the premises provided that this condition shall not apply to a guide dog accompanying a visually impaired person.

## **20.0 SMOKING**

20.1 Smoking is not permitted anywhere on the premises.

## **21.0 USE OF AMPLIFIED SOUND OR MUSIC**

21.1 Music may not be played either by live performance or recordings unless sound levels are strictly maintained below 90dB (A) at a distance of 25 metres from the sound source. A cut out shall be installed on all playback equipment to ensure that this requirement is met.

21.2 Sound systems are primarily voice and public address sound systems. Background music may be played but live music or disco music may not be played through the systems. You are advised to provide your own sound systems and speakers for live and disco music performances.

21.3 Music within the Halls at Chelsea Old Town Hall has to be dropped to background levels from 11pm onwards. A music has to cease being played at 11.30pm.

## **22.0 MUSICAL COPYRIGHT**

22.1 The premises are licensed by the Performing Rights Society for the performance of copyright music controlled by the Society and not less than two clear weeks before the commencing of the hiring, the hirer shall provide written details to the Conference and Events Manager of all musical works (whether live or pre recorded) to be used during the hiring in whole or in part including works used as examples during lectures or as an audio visual display.

22.2 For those works of copyright music not controlled by Performing Rights Society, the hirer shall be responsible for obtaining the necessary licence from the copyright holder for their performance or reproduction.

22.3 The premises are licensed by Phonographic Performance Limited for the use of pre-recorded music for which a licence fee is payable to Phonographic Performance Limited (such licence being additional to that issued by the Performing Rights Society). The hirer shall provide details to the Conference and Events Manager of all pre-recorded music to be used during the hiring in whole or in part.

22.4 A complete return of all musical works (whether live or recorded) played during the period of the hiring shall be made in the prescribed form and handed to the Duty Manager on conclusion of the hiring and shall include all variations from the details provided to the Conference and Events Manager prior to hiring and shall also include items played by way of encores.

22.5 The hirer shall indemnify the Council from and against any claim for duty, tax, royalty or copyright fee payable in respect of any entertainment given during the hiring period and of any infringement of copyright which may occur during hiring.

## **23.0 CATERING**

23.1 The Council has appointed a Select List of Caterers with exclusive rights to all catering including the provision of intoxicating liquor on the premises.

23.2 Applications to waive this requirement will be considered only if in writing from clients that consider there is a specific dietary or cultural need that cannot be met by the Council's caterers. See Appendix 'B'.

23.3 Where a waiver is granted the hirer shall be required to pay the waiver fee currently in force before the event and set from time to time by the Supervising Officer.

- 23.4 Hirers granted a waiver and undertaking their own catering shall be responsible for:-
- Cleaning up all storing routes, preparation areas, kitchens, kitchen equipment, serveries, eating areas and for disposing of all waste food and rubbish.
  - Supplying their own catering and waiting staff, tableware, condiments, table linen, kitchenware and glassware.
  - Complying with all requirements of Health and Safety at Work and all Food Hygiene and Health Regulations.
  - Providing table and seating plans for all preparation and serving areas no later than 2 working weeks prior to their event.
  - Where a cash bar facility is to be offered the hirer shall be responsible for obtaining the necessary occasional liquor licence.
- 23.5 No food or drink shall be brought onto the premises unless a waiver has been agreed in writing.
- 23.6 No cooking is allowed on the premises.
- 23.7 No heating of foodstuffs shall be undertaken using charcoal or like solid fuel or inflammable liquid fuel cookers. Hirers shall be responsible for ensuring all gas and electrical heating equipment brought onto the premises comply with all appropriate British Standards, Health and Safety Regulations and Food Hygiene Regulations.

#### **24.0 TIME OF TERMINATION**

- 24.1 Hirings at Chelsea Old Town Hall shall terminate no later than midnight.
- 24.2 Hirings at The Town Hall, Kensington, shall terminate no later than 2:00am
- 24.3 The hirer shall remain on site until the event is finished and shall be responsible for ensuring that all persons attending the event shall vacate and be clear of the premises at the time of termination of the hiring.
- 24.4 In view of the close proximity of residential property to both town halls, the Council has a duty of care to ensure that it's operations and activities take place without prejudice to the local neighbourhood. Consequently, the hirer shall ensure that all attendees leave the premises in a quiet and orderly manner and the necessary arrangements shall be agreed by the Conference and Events Manager prior to the event date.

#### **25.0 DELIVERY AND REMOVAL OF GOODS AND REFUSE**

- 25.1 The hirer shall be responsible for ensuring that persons who supply equipment, decorations, and other goods and all other persons on the Council's premises in connection with the hiring, shall bring in and take away goods at such times as the Supervising Officer considers reasonable and in such manner as to prevent nuisance or annoyance to the Council and to residents in the neighbourhood. In any event this shall not be before 8.00am or after 10.00pm.
- 25.2 All refuse and goods must be removed prior to the termination of the hiring. The hirer shall ensure that all areas hired are left clean and tidy. Failure to do so may incur charges for rubbish removal etc. If the event finishes later than 10:00p.m. organisers and caterers must confirm in advance with the Conference and Events Manager the arrangements for loading and rubbish removal. Bazaars and fairs which are likely to generate large volumes of rubbish will be charged for the use of rubbish skips and rubbish compactors in accordance with the current scale of charges.
- 25.3 A minimum of two Vehicle Marshals shall be provided for ALL exhibitions; bazaars; fairs and all other public sales events. They shall be identified by uniform at the hirer's expense. The marshals shall control any vehicle loading or unloading in areas designated for these purposes. Vehicles used in connection with the hiring shall not be loaded or unloaded whilst on the public highway or on pavements or in residents' parking bays.
- 25.4 Vehicles used for loading and unloading at Kensington or Chelsea premises shall not exceed 10 metres in overall length or exceed 28 tonnes in laden weight. Note that additional weight restrictions apply at both premises in certain areas, details of which will be made available on request.

- 25.5 Vehicles when unloaded must be removed from the forecourt at Kensington Town Hall. Exhibitions will not be allowed to open until all vehicles have been removed.
- 25.6 Hirers and their Vehicle Marshals at Chelsea Old Town Hall are responsible for ensuring freedom of access into Chelsea Manor Street and Chelsea Manor Gardens for residents and other users and shall not permit overcrowding of vehicles or parking in residents parking bays or the blocking in of other vehicles legally parked or of garage entrances/exits. In addition organisers should ensure that stallholders are instructed not to arrive earlier than their scheduled unloading time.

**N.B. IT IS ILLEGAL TO PARK ON THE PAVEMENT AT ANYTIME OR (UNLESS IN POSSESSION OF A RESIDENTS' PARKING PERMIT) IN ANY RESIDENTS' BAY DURING RESTRICTED HOURS**

- 25.7 No parking is allowed on the forecourt at Kensington Town Hall or in the parking bays at the rear of Chelsea Old Town Hall without the written approval of the Supervising Officer. Organisers, stallholders, entertainers and speakers may unload or load their vehicles from the forecourts/loading bays where permission has been granted, but must remove their vehicles immediately upon completion of the unloading or loading.
- 25.8 People with disabilities may, on request in writing to the Supervising Officer, be permitted to set down or pick up or park on the forecourt at Kensington Town Hall or in the loading bays at the rear of Chelsea Old Town Hall.

**26.0 ACCESS ONTO THE PREMISES AND AVAILABILITY**

- 26.1 Under no circumstances will hirers or their attendees, contractors, performers, exhibitors or any other persons associated with the hiring be allowed onto the premises before the time of commencement of the hiring.
- 26.2 All hirers and any persons associated with any hiring must have vacated and be clear of the premises by the time of completion of the hire period.
- 26.3 Whilst the Council will use its best endeavors to ensure halls and rooms will be available to the correct specification no guarantee can be given that halls or rooms will be available to the required plan immediately upon commencement of the hire period. Hirers are advised to either allow a minimum of one hour between the commencement of the hire period and the commencement of their event or to bring forward the commencement of their hire period. No set-up time can be provided prior to an event that has not been previously booked.
- 26.4 The event organiser shall be responsible for providing to the Conference and Events Manager all table plans, exhibition plans, floor plans and all other audio visual requirements, temporary staff requirements and room layouts a minimum of two weeks prior to the date of the commencement of the event.

## **SPECIAL CONDITIONS FOR NEW YEARS EVE EVENTS**

Events must finish NO LATER than 2:00a.m. (Bar close 1:00 a.m.) on New Years Day.

The minimum hire period is 8:00a.m. to midnight.

For events finishing later than midnight a substantial meal (which could include a buffet) must be served and the event must be fully seated.

The event must be catered for by the Council's Select List of Caterers and no waiver will be considered.

No ticket sales will be permitted at the door.

The terms of the Entertainment Licence and Liquor Licence must be strictly observed.

The facilities must be left in a clean and tidy condition.

Damage deposits will be charged at twice the normal rate.

A premium hire charge will be made in addition to the standard hire fees that would apply.

## **APPENDIX 'A'**

### **BANNERS AND ADVERTISING OUTSIDE TOWN HALL PREMISES**

1. No fly posting is allowed anywhere. Fly Posters may be removed by Council Enforcement Officers. Please note that it is an offence to fix anything to street furniture and Enforcement Officers may take action against offenders.
2. Advertising banners may be hung from selected lamp posts etc. along popular streets. Details may be obtained from Transportation and Highways administration. Telephone 020 7341 5250.
3. Banners may be hung on the outside of Chelsea Old Town Hall as follows:

- Beneath the windows on the front façade.

provided that:

- no fixings are attached to or drilled into the walls. Only existing fixings may be used
  - all four corners of the banner are secure
  - banner width does not exceed window width
  - banners beneath windows may drop down to the floor level immediately below that window
  - banners are professionally designed and produced and are uniform in design and appearance
  - banners are not garish
4. One banner only may be hung at Kensington Town hall on the fixings provided on the outside wall of the Great Hall facing Hornton Street.
  5. Posters advertising your event may be placed:  
at Chelsea Old Town Hall
    - on the notice board immediately to the right (facing) of the entrance to the Public Halls and Library and the notice board located on the corner of the building in Chelsea manor Street. (Hallkeepers/Porters have the key for access).

at Kensington Town Hall

- with the permission of the Information Centre in the Central Library, in the notice board at the Central Library entrance (Hornton Street side) close to the bottom of the steps.

The maximum size for posters in Notice Boards is A3 size.

6. Posters and banners may only be hung or displayed from midnight to the completion of your hire period on the day(s) of your event.
7. Hallkeepers and Porters will remove any banners or notices not conforming to acceptable standards.
8. In fixing banners hirers shall comply with all Health and Safety requirements. In particular banners at Kensington Town Hall and all banners at Chelsea Old Town Hall may only be affixed by professional and competent signage companies.
9. If in doubt as to the acceptability of placings, sizes, designs or appearance please contact the Conference and Events Manager for further advice.
10. Hallkeepers and Porters are not available to assist in hanging banners.

## **APPENDIX 'B'**

### **CATERING WAIVERS AND REDUCED LETTINGS**

#### **CRITERIA**

##### **1.0 CATERING WAIVERS**

- 1.1 In accordance with Clause 23.2 of the Regulations and Conditions of Letting, Catering Waivers will only be granted upon application in writing to the Supervising Officer by clients that consider that the Council's caterers cannot meet specific dietary or cultural requirements. A waiver fee may be payable.
- 1.2 An application must be made for each event on the prescribed form attached, no later than four weeks prior to the event.
- 1.3 Organisations granted a catering waiver shall be responsible for ensuring compliance with Clause 23.0 and written Health and Safety Risk Assessments must be provided to the Conference and Events Manager at least one week prior to the event.

##### **2.0 REDUCED HIRE FEES**

- 2.1 In accordance with Clause 2.9 of the Regulations and Conditions of Letting, Registered Charities may apply for reduced hire charges.
- 2.2 All applications must be in writing and must be made at least 8 weeks prior to the date of the event. Repeat events are not automatically granted reductions and an application must be made for every event (although applications for multiple bookings are acceptable and desirable).
- 2.3 Applications for reduced fees are considered by The Cabinet Member for Corporate Services and the following policies have generally been adopted:

75% reduction: A wholly local group or organization who are a registered charity and who can demonstrably show that they provide services for the direct benefit of the residents of The Royal Borough.

Events would not normally include fund raising but would typically be AGM's or small meetings.

25% reduction: A wholly local group or organization who are a registered charity and who can demonstrably show that they provide services for the direct benefit of the residents of The Royal Borough.

Events would normally include fundraising e.g. Christmas Fairs or Spring Bazaars.

- 2.4 Non-charitable organisations e.g. local residents' association using committee rooms at Kensington Town Hall between 6pm-10pm on weekdays may be eligible for a 50% discount.
- 2.5 Reduced Lettings will not be approved on Tuesdays, Wednesdays and Thursdays (inclusive) between September and May (inclusive) except for the four weeks before Christmas.
- 2.6 Applications for reductions in hire fees must include the following information before they will be considered:
- Name, address and Charity Registered Number (if applicable) of organisation making the application.
  - Contact name and telephone number (and address if different from above).
  - Date of event(s).
  - Halls and rooms booked.
  - Whether or not reductions have previously been granted (and when if known).
  - Discount applied for (and previously granted if known).
  - Whether the event is fund raising or not.
  - Whether the organisation is a local or national organisation.
  - Nature of event. (AGM, bazaar etc)
  - Supporting evidence of services provided to residents of the Royal Borough in such a way to reduce hardship and improve living standards.

## **APPENDIX 'C'**

### **ELECTRICAL INSTALLATIONS AT EXHIBITIONS**

#### **ADDITIONAL REGULATIONS AND DISPLAY REGULATIONS**

##### **1.0 ELECTRICAL INSTALLATIONS (additional Regulations and Display Regulations)**

- 1.1 Wiring installed in accordance with the current edition of Regulations for Electrical Installations issued by the Institute of Electrical Engineers may be used in positions where it is inaccessible to interference and is open to view throughout its length.
- 1.2 Flexible cables or cords shall be kept as short as is practicable and all unenclosed wiring which may be permitted shall be installed out of reach of the Public and remote from any untreated textile fabrics.
- 1.3 Lamps and signs installed shall not be placed in such positions as to obscure means of egress or render less conspicuous the notices indicating the exits.
- 1.4 Internal wiring of any showcase containing electrical appliances or lighting shall consist of insulated cables protected by metal conduit or of tough rubber or PVC or mineral insulated metal-sheathed cables and the showcases shall be ventilated so as to prevent undue rise of temperature.
- 1.5 Electrical wiring or apparatus shall not be installed in showcases containing flammable materials.
- 1.6 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal or short circuiting of live terminals etc.
- 1.7 Electrical apparatus shall be fixed in position with adequate space for operation and maintenance.
- 1.8 Only one two-way socket outlet adaptor shall be permitted in any one outlet.
- 1.9 Joints shall not be made in cables except where necessary as a connection into a circuit and shall be by means of insulated screwed connectors at block terminals. Block connectors shall be installed out of accidental reach or adequately protected.

- 1.10 All cables less than 2.1 metres above the surface and where liable to mechanical damage or interference shall be enclosed in screwed metal conduit, electrically bonded to earth or rigid PVC heavy gauge conduit.
- 1.11 Luminaires mounted less than 2.1 metres from floor level or accessible to accidental contact shall be guarded so as to prevent risk of injury to persons and securely fixed in position.

## **2.0 RIGHT TO REFUSE CONNECTION**

- 2.1 The Council reserves the right to refuse to connect any installation which does not comply with the Regulations herein and any further Regulations which may be imposed.
- 2.2 The Council reserves the right to enter any stand and examine the electrical wiring, luminaires or other accessories.

## **3.0 GENERAL REQUIREMENTS**

- 3.1 Particulars of any special electrical, mechanical or heating apparatus which may affect the general ventilation and any other apparatus including special risks, e.g. laser beam apparatus, shall be submitted to the Council for approval.
- 3.2 Unless in any special case the Council agrees otherwise, the additional electrical arrangements for lighting and power supplies on the stands and in connection with any special feature shall be in accordance with the Council's technical regulations for places of public entertainment in London, except that, if the exhibition is to be held for a period not exceeding one month, PVC insulated and sheathed cable installed in accordance with the Regulations for the electrical equipment of buildings issued by the Institute of Electrical Engineers may be used in certain positions, if it is out of reach of the public and is open to view throughout its length.
- 3.3 PVC insulated and sheathed cables of continuous length and without joints, installed in accordance with 1.1 above may be used to supply the stands from the building permanent distribution system. The cables shall be attached to a supporting catenary wire at intervals not exceeding 500mm or supported by insulators (Rawhide cable suspenders) at intervals not exceeding one metre. Where an independent earth continuity conductor is used, it shall be of a cross-sectional area of not less than that of the supply cables rating.
- 3.4 All service main cables supplying stands shall be of sufficient size and current rating for the switchgear on the stand.
- 3.5 Non-sheathed cables and the cores of sheathed cables from which the sheath has been removed shall be enclosed by non-combustible material, accessory or luminaire.
- 3.6 Showcases containing lights or electrical apparatus shall be wired in accordance with 1.4 above and shall be ventilated so as to prevent undue rise of temperature.
- 3.7 Floodlights and spotlights etc installed at low level shall be so sited or guarded as to prevent risk of injury to persons or material. Ceiling mounted luminaires shall be installed at a height not less than 2.1 metres from floor level. Tungsten Halogen lamps must be of the enclosed variety and protected with wire mesh or glass screen.
- 3.8 Pin type lamp holders (Fairlyland, Beantee Festoon pattern) shall not be used without prior approval by the Council. Where permitted they shall be suspended in free air.
- 3.9 Electrical wiring under floors and concealed wiring in partitions or in positions liable to mechanical damage shall be protected by screwed metal conduit electrically bonded to earth or by other methods approved by the Council. Main switches, switch fuses distribution fuse boards, link boxes and similar shall be metal clad and installed in one of the following accessible positions:
- a non-public part of the stand
  - at a high level out of reach of the public
  - within a non-combustible enclosure on the public part of the stand

Note: Where raised floors are not provided, all wiring at floor level shall be protected as detailed above and fixed securely in position.

3.10 The following methods of fixed wiring shall be employed for low voltage circuits:

- armoured cables
- insulated cables protected by screwed metal conduit
- insulated cables protected by rigid PVC conduit complying with BS4607, part 1, type A or BS4607, part 2 AH grade gauge.

In addition to the above, wiring of the following classes may be used to supply stands:

- PVC insulated and sheathed cables of continuous length without joints supported by a catenary wire and attached thereto at intervals not exceeding 500mm.
- PVC insulated cables of continuous length without joints protected by screwed metal conduit or metal trunking

3.11 Flexible cord shall be of circular section fully insulated and sheathed, and its use restricted to lighting pendants and small portable appliances and its length shall not exceed 2 metres without joints.

3.12 The electricity supply to each stand or group of stands shall be controlled by a linked switch which will isolate the circuits on both poles in the case of a single phase supply or on all live poles in the case of a poly-phase supply. Unless otherwise approved by the Council the electrical supply to a stand shall not exceed low voltage as defined in the current edition of the Regulations for Electrical Installation issued by the Institute of Electrical Engineers.

## Appendix D (i)

### EMERGENCY PROCEDURES

#### KENSINGTON TOWN HALL

#### NOTICE TO ORGANISERS

In the event of an emergency occurring within the Town Hall complex, alarms will be activated in all areas.

In the case of the Council Chamber and Committee Rooms 1 to 7 inclusive, the alarm is a distinctive combination of variable tone and recorded speech. You must evacuate immediately. The procedure is given below.

In the case of the Great Hall and the Small Hall the emergency alarm is in the form of a flashing light situated at the rear of the Hall. You are not required to evacuate at this stage.

The senior Town Hall attendant on duty will immediately ascertain the area from which the alarm has been set off from the Master Fire Panel situated at the Civic Desk. Event Organisers will be advised as follows:

- False alarm - no evacuation required, no further action.
- The emergency is not in the vicinity of the Halls being used by the organiser and no evacuation or other action is required AT THIS TIME.
- Immediate evacuation is required from the Halls. In this event the procedure below is to be followed.
- Hallkeepers on duty will attend in the Halls and with your stewards/ushers and/or reception staff will direct attendees to the emergency exits.
- Emergency exits are signed with a figure of a running man above the door or exit.
- Evacuation shall be onto the Lower Concourse situated between the Great Hall and the Central Library building between Hornton Street and Campden Hill Road.
- Evacuation should be immediate and no attempt should be made to gather or retrieve possessions from the cloakroom or other parts of the building.
- Please evacuate in an orderly manner, as quickly as possible and without running.
- No attempt should be made to enter or re-enter the building until given the all clear by the uniformed Hallkeeper.
- Please keep your bags and other loose possessions with you at all times. Unattended property will activate emergency evacuation procedures.

On conclusion of the emergency the uniformed Hallkeepers will advise of and allow re-admission to the building.

Organisers are required to bring these procedures to the attention of all their stewards/ushers and reception staff and all attendees immediately before the event commences.

**Appendix D (ii)**

**EMERGENCY PROCEDURES**

**CHELSEA OLD TOWN HALL**

**NOTICE TO ORGANISERS**

In the event of an emergency occurring within the Town Hall complex, audible alarms will be activated in all areas.

The alarm is a distinctive continuous two tone high pitched sound.

Immediately the alarm is sounded you are required to evacuate the Halls.

Hallkeepers on duty will attend in the Halls and with your stewards/ushers and/or reception staff will direct attendees to the emergency exits.

- Emergency exits are signed with a figure of a green running man above the door or exit.
- Evacuation shall be into Chelsea Manor Gardens from down the stairs and out through the rear of the building or along the front main corridor out into the Kings Road pavement areas next to the Chenil Galleries whichever is most appropriate.
- Evacuation should be immediate and no attempt should be made to gather or retrieve possessions from the cloakroom or other parts of the building.
- Please evacuate in an orderly manner, as quickly as possible and without running.
- No attempt should be made to enter or re-enter the building until given the all clear by the uniformed Hallkeeper.
- Please keep your bags and other loose possessions with you at all times. Unattended property will activate emergency evacuation procedures.

On conclusion of the emergency, the uniformed Hallkeepers will advise of and allow re-admission to the building.

Organisers are required to bring these procedures to the attention of all their stewards/ushers and reception staff and all attendees immediately before the event commences.

**FORMS OF COMPLETION  
AND INSPECTION CERTIFICATE**  
(as prescribed in the IEE Regulations for Electrical Installations)

**DETAILS OF THE INSTALLATION**

Client: \_\_\_\_\_

Address: \_\_\_\_\_

**DESIGN**

I/we being the person(s) responsible (as indicated by my/our signatures below) for the design of the electrical installation, particulars of which are attached CERTIFY that the said work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, \_\_\_\_\_ (latest) Edition, amended to (date ..... ) except for the departures, if any, stated in this Certificate.

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.  
For the DESIGN of the installation:

Name (in BLOCK LETTERS): \_\_\_\_\_ Position: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSTRUCTION**

I/we being the person(s) responsible (as indicated by my/our signatures below) for the construction of the electrical installation, particulars of which are attached CERTIFY that the said work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, \_\_\_\_\_ (latest) Edition, amended to (date ..... ) except for the departures, if any, stated in this Certificate.

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.

For the CONSTRUCTION of the installation:

Name (in BLOCK LETTERS): \_\_\_\_\_ Position: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSPECTION AND TEST**

I/we being the person(s) responsible (as indicated by my/our signatures below) for the Inspection and Test of the electrical installation, particulars of which are attached CERTIFY that the said work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with the Regulations for Electrical Installations published by the Institution of Electrical Engineers, \_\_\_\_\_ (latest) Edition, amended to (date ..... ) except for the departures, if any, stated in this Certificate.

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.

For the INSPECTION AND TEST of the installation:

Name (in BLOCK LETTERS): \_\_\_\_\_ Position: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I RECOMMEND that this installation be further inspected and tested after an interval of not more than \_\_\_\_ days.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. This document is intended for the initial certification of a new installation or of an alteration or addition to an existing installation and of an inspection.
2. The signatures appended are those of the persons authorised by the companies executing the work of design, construction and inspection and testing respectively. A signatory authorised to certify more than one category of work shall sign in each of the appropriate places
3. Dates to be inserted
4. Where particulars of the installation recorded herein constitute a sufficient schedule for the purpose of Regulation 514-09-01 further drawings/schedules need not be provided. For other installations the additional drawings/schedules listed below apply
5. Insert the time interval recommended between periodic inspections. Regard should be paid to relevant National or Local legislation and reference should be made to Chapter 13
6. The page numbers of each sheet should be indicated together with the total number of sheets involved.

(4) Schedule of additional records.

## LOCAL BUS ROUTES

### Chelsea Old Town Hall (alight in the King's Road, at Chelsea Old Town Hall opposite Heals and the southern end of Sydney Street)

- 11, **Liverpool Street Station**, Bank, St Paul's, Trafalgar Square (short walk from **Charing Cross**), Westminster, **Victoria**, Sloane Square, King's Road (Chelsea Old Town Hall), Fulham Broadway.
- 19, **Finsbury Park**, Islington, Bloomsbury, Piccadilly, Knightsbridge, Sloane Square, King's Road (Chelsea Old Town Hall), Battersea.
- 22, Piccadilly Circus, Knightsbridge, Sloane Square, King's Road (Chelsea Old Town Hall), Fulham, Putney Common.
- 49, Shepherd's Bush, Kensington High Street (Kensington Town Hall), South Kensington, Sydney Street/King's Road (Chelsea Old Town Hall, alight/embark at bottom end of Sydney Street, next to Heals), Battersea, **Clapham Junction**.
- 211, **Waterloo**, Westminster, **Victoria**, Sloane Square, King's Road (Chelsea Old Town Hall), Fulham, Hammersmith.
- 319, Sloane Square, King's Road (Chelsea Old Town Hall), Battersea, **Clapham Junction**, Streatham.

### Kensington Town Hall (Kensington High Street, alight at Wrights Lane/Kensington High Street Junction)

- 9, Aldwych, Charing Cross, Trafalgar Square, Piccadilly, Knightsbridge, Kensington High Street (Kensington Town Hall), **Kensington Olympia**, Hammersmith.
- 10, Hammersmith, **Kensington Olympia**, Kensington High Street (Kensington Town Hall), Knightsbridge, Marble Arch, Oxford Circus, Tottenham Court Road, **Euston**, **King's Cross**.
- 27, Chalk Farm, **Marylebone**, **Paddington**, Notting Hill Gate, Kensington High Street (Kensington Town Hall), **Kensington Olympia**, Hammersmith, Turnham Green.
- 28, Wandsworth, Fulham, **Kensington Olympia**, Kensington High Street (Kensington Town Hall), Notting Hill Gate, Westbourne Park, Harrow Road (Prince of Wales).
- 49, Shepherd's Bush, Kensington High Street (Kensington Town Hall), South Kensington, Sydney Street/King's Road (Chelsea Old Town Hall, alight/embark at the southern end of Sydney Street, next to Heals), Battersea, **Clapham Junction**.
- 328, Chelsea (Worlds End), Earl's Court, Kensington High Street (Kensington Town Hall), Notting Hill Gate, Westbourne Park, Harrow Road (Prince of Wales), Kilburn, **West Hampstead**, Golders Green.

### Kensington Town Hall (Kensington Church Street, alight at Holland Street, walk along Holland Street)

- 52, **Victoria**, Knightsbridge, Kensington Church Street (Kensington Town Hall), Notting Hill Gate, Ladbroke Grove, **Kensal Rise**, Willesden.
- 70, South Kensington (except evenings), Kensington (Queen's Gate), Kensington Church Street (Kensington Town Hall), Notting Hill Gate, Bayswater, Westbourne Grove, Ladbroke Grove, Acton.
- C1, **Victoria**, Knightsbridge, South Kensington, Earl's Court, Kensington High Street (Kensington Town Hall)

National Rail Main Line Stations are shown in bold italics

## LONDON UNDERGROUND

### Approach to Chelsea Old Town Hall by London Underground

Circle or District Line to Sloane Square. Walk straight out of the station, across Sloane Square and straight down King's Road. (keep Peter Jones Department Store on the right hand side). Chelsea Old Town Hall is approximately ten minutes walk down the King's Road, on the left hand side immediately opposite the southern end of Sydney Street.

Alternatively catch 11, 19, 22, 211 or 319 from Sloane Square/King's Road down the King's Road to Chelsea Old Town Hall at junction of King's Road and Sydney Street.

### Approach to Kensington Town Hall by London Underground

Circle or District Line to High Street Kensington, out through the arcade onto Kensington High Street, turn left and cross the High Street via pedestrian crossing and walk straight up Hornton Street.

Kensington Town Hall is approximately 100 metres up Hornton Street on the left hand side.

## **CAR PARKING**

### **Car Parking at Chelsea Old Town Hall**

There is a small public car park at the southern end of Sydney Street, 47 spaces. On street parking is allowed in metered bays around the Town Hall side streets. Parking is generally very difficult.

### **Car Parking at Kensington Town Hall**

There is a public car park immediately below the Town Hall, 460 spaces. Enter Campden Hill Road from Kensington High Street. Turn first right into Phillimore Walk. Turn immediately left down the entrance ramp to the car park. Take ticket on entry and pay at booth before returning to car. (Pay booth is located at the bottom of the exit ramp). Additional public car parks are also available at the Royal Garden Hotel (Kensington High Street) and in Young Street.

Conference and Events Office  
The Royal Borough of Kensington and Chelsea  
The Town Hall  
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