

HOXTONHALL – a Hirers Quick Guide

Room Hire

The Theatre

The heart of Hoxton Hall is its unique saloon-style Music Hall theatre: a wooden interior with a two-tier cast iron balcony and fantastic acoustics. The theatre is situated on the ground floor and is highly suitable for performance and location purposes. There are two dressing rooms, which can accommodate 10 people between them.

Capacity: 120 seated
Size of floor: 6.75m x 8m (+ balcony)
Size of stage:
Depth: 3.90m
Width: 5.10m (8m x 8m with balcony)
Disabled Access with toilet,

The Stewart Hall

A spacious, light hall located on the ground floor with very high ceilings and sprung floor, and mirrors along entire wall. A comfortable rehearsal room for around 20 Dancers

Capacity: 50 seated
Size: 6.4m x 9.75m
Disabled Access with toilet.

The Palmer Room

A bright and airy room on the second floor with lino flooring and a historic Bay window which gives lots of natural light.

Capacity: 30 seated
Size: 6.7m x 8.53m
No Disabled Access

Bar

Hoxton Hall is happy to provide a managed bar serving a range of wines, beers, spirits and soft drinks. Tea/Coffee and biscuits can also be arranged.

Basic Terms

HOXTONHALL is a unique building set in a market street in the heart of Shoreditch. The beautiful Grade 2* listed Victorian Music Hall, acts not only as a theatre venue but as a thriving Youth Arts Centre. This 145 year old building needs to be treated with the up most respect

Hoxton Hall's priority is our Youth Arts activities, therefore we appreciate appropriate behavior around our Young People.

(The rooms are not available for political or religious events.)

- Hoxton Hall is a non smoking venue. Any evidence of smoking within the building there will be a fine included with your final invoice.
- A variety of Audio Visual Equipment can be made available at additional cost including: VHS / DVD Player, OHP, digital projector and screen. We also have 2 upright pianos (these may need tuning in advance approx £50).
- PRS Payments where applicable will be applied to any public performance of copyrighted musical works and charged to the Hirer.

- All Bookings are provisional until confirmed by receipt of a non-refundable deposit and a signed Booking Form agreeing to the terms and conditions of hire from the Venue.
- 30% of the agreed hire fee will be paid in advance as a non-refundable deposit.
- Delivery of equipment and supplies must take place in office hour, preferable on the day of your event and collected by 12pm the next day, exceptions will be made for Sundays.
- The Hirer must respect all staff members that are present at Hoxton Hall.
- There may be an extra charge of you require Hoxton Halls technician to operate your event.
- Alcohol license until 11pm. There may be an additional charge of up to £150 for the bar, this is waived if audience spends £150 or over.
- We are able to display company's posters and flyers in our foyer, and a 40 word blurb and image and box office details to be included into our monthly e flyer and onto our website. Please send us this information to us 1 month prior to your event.
- The Venue must be clear of all the Hirers property and in a useable condition by the time stated on the Booking Form. Failure to comply with this may result in the Venue disposing of the property and charging the Hirer for expenses incurred.
- Under NO circumstances can tape, staples, nor any fixing be attached to the pillars, railings, walls or balconies within the Theatre. Where appropriate, the aforementioned will be removed without warning. Subsequent costs of making good any damage will be charged to the Hirer.
- The Venue must be left clean and rubbish taken to the bins in Wilkes Place. There will be an additional charge if we feel that the venue has not been left in an appropriate state.
- If you event requires security, The Hirer will use the recommend company by Hoxton Hall.
- Set up and get out times are included with in the Hirers agreed hours. There will be additional charge outside of the contractual agreed times.

This is a guide line not an exhaustive list and does not replace full contractual terms and conditions. Other agreements/ arrangements, limitations may be enforced at any time by Duty Manager or Hoxton Hall Senior staff

Preferred Suppliers

Caterers

We prefer the following catering companies who have worked at Hoxton Hall before and given their clients great service.

Purple Potato: www.purplepotatocatering.com email: info@purplepotatocatering.com T: 020 7372 0572

Londons Flying Chefs: www.flyingschef.co.uk T: 020 7633 0099

Sky Catering : T : 07939 592 724 E : byskye@aol.com

Andersons T: 020 7729 0607

Florists

The Willow Shoreditch email: info@thewillowshoreditch.com T: 020 737 3009

Event Organisers

For peace of mind if you wish to use an experienced, creative and successful Event Organiser we recommend:

Debbie Malynn: www.debbie-does.co.uk– email Debbie: debbie@debbie-does.co.uk or 07973 638 610

Pa System Suppliers

Ben Webber, Peter Webber PA hire email: ben@peterwebberhire.com T: 07973 791 359