

LAMBETH

# ASSEMBLY HALL

RECEPTIONS, CELEBRATIONS & EVENTS

VENUE  
Lambeth

# WELCOME

ASSEMBLY HALL

**VENUE**  
Lambeth

Lambeth Assembly Hall is a great venue, with great hospitality. I will certainly be booking the venue again and will continue to recommend to family and friends. Thank you to the Venues Team who have always looked after me throughout the whole process, from the booking of the venue to accommodating my request on the day of my events. I will be back. Overall, the event went very well and all my guests had a great experience.

- Men of God Promotions

# INTRODUCTION

Lambeth Assembly Hall is an impressive Grade II listed, 1930s art-deco space in the heart of Brixton. It is an ideal location for all types of events of up to 280 guests. This open space with private access from Acre Lane, has a large stage to facilitate a variety of entertainment and conferences.

The Assembly Hall includes a 160" presentation screen and a built in PA system with wireless microphones. Also included in the hire are tables, conference chairs and a lectern, along with the mechanical truss which can be used to install the necessary stage lighting or branding as your event requires.

A traditional ticket booth, bar and preparation kitchen complete the space, with private toilets and direct access to loading bays to make set up and de-rig as easy as possible.

The Hall has a practical layout to ensure your guest journey is as simple and enjoyable as possible, with a large foyer and reception area and with a license until 2am, your reception or event can run until the early hours.

As a dry hire venue, we partner with some of the best local suppliers for all types of catering, décor, photography and entertainment, who are each dedicated to providing the highest level of customer service and satisfaction. All of our venues are accessible from street level using the various Town Hall lifts and all prices are inclusive of VAT.

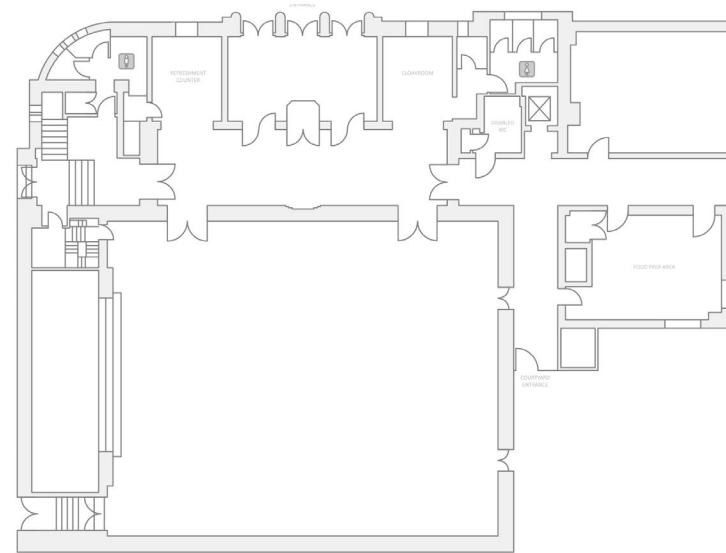
Furthermore, with the help of our friendly and knowledgeable team of coordinators, you will be supported every step of the way with the planning of your event.





# VENUE INFORMATION

## FLOOR PLAN



## CAPACITIES

Standing	280 guests
Theatre Style	250 guests
Banqueting	220 guests
Classroom	70 guests
Cabaret	150 guests

## VIRTUAL TOUR

[Explore Lambeth Town Hall](#)

# FACILITIES

## AUDIO / VISUAL

160" Presentation Screen  
Wireless Microphones  
Mechanical Truss  
Presentation Clicker

## FURNITURE

5ft round tables  
6ft trestle tables  
Poser tables  
Conference chairs  
Lectern

## CATERING

Double Fridge  
Freezer  
Dishwasher  
Bar area  
Courtyard for external cooking

## GENERAL

Private Toilets  
Accessible entrance  
Baby changing  
Ticket Booth  
Crowd control barriers  
Cloakroom



# WEDDING

## RECEPTIONS

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We had our multicultural reception at Lambeth Assembly Hall, Lianne & the venues team were essential in making our day a success. Lambeth Assembly Hall provided everything we needed and was an excellent fit with our values. Our wedding day was amazing, and we owe a large part of it to Lambeth Assembly Hall and the incredible team there. Our guests loved the Courtyard for drinks, and beautiful, understated Assembly Hall/Foyer for dinner and evening reception (perfect floor for a full-on céilí!). We would happily (would love to!) have the day all over again in Lambeth Town Hall, which will always hold a special place in our heart.

- Allana & Leo

# WEDDING RECEPTIONS

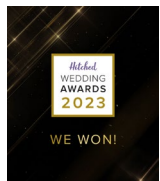
There are so many reasons to celebrate your Wedding Reception in Lambeth Assembly Hall. With its historic features, stunning photo opportunities, practical layout and excellent facilities, couples have the space and freedom to tell their own story and create an unforgettable day for themselves and their guests.

Whether you are hoping for a traditional celebration or a unique occasion, VenueLambeth can tailor everything to you and support you in creating something special to suit every budget and style of wedding.

We are a flexible and understanding venue and are here to help simplify your planning, and our team will help bring everything you imagine for your big day to life.



## AWARDS



# EVENTS

& CELEBRATIONS

**VENUE**  
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“We have had the pleasure of running a variety of our employability programmes at Lambeth Town Hall. Every staff member in the building are always a joy to work with from the security team right through to Lucy and Lianne in the venue team, they always make us feel welcome. The quality of the service and facilities is the main reason why we continue to use Lambeth Town Hall as our first point of call when we need a venue to hire!”

- STEP NOW



# EVENTS AND CELEBRATIONS

Lambeth Assembly Hall is the perfect venue for your next event or celebration and the versatile, blank canvas space will create a unique atmosphere for your event. This flexibility alongside our art deco features and newly improved AV facilities are the perfect backdrop for any corporate or personal occasion.

The hall hire includes furniture and excellent facilities, and with the additional break-out spaces available we can accommodate every layout and event type.



## AWARDS



# ADDITIONAL HIRE

**VENUE**  
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“Thank you for hosting blood donation sessions and continually supporting NHS Blood and Transplant. The support we receive from venues like Lambeth Town Hall is integral in helping us achieve our mission which is to save and improve lives.”

- NHS Blood Donations

## THE EVENT SUITE

The Event Suite is a well-proportioned art deco venue suitable for up to 100 people. It is an ideal green room for larger events in the Assembly Hall or indeed as a black canvas space for exhibitions, conferences and meetings. The venue includes impressive features such as the fireplace and large windows bringing lots of natural light and is inclusive of furniture and an interactive screen for presentations. Easily accessible via a lift and with an adjoining kitchenette, the venue offers all you will need for a successful event.

### CAPACITIES

Standing	100 guests
Theatre style	100 guests
Banqueting	50 guests
Classrom	50 guests
Cabaret	36 guests



## THE BOARDROOM

Ideally located nearby to the front entrance of the Town Hall, The Boardroom seats up to 18 people and is ideal for meetings and conferences. It is a perfect breakout space for any event and can be used, for exhibitions, community workshops, as a dressing room or simply to host standing receptions for up to 30 people.





## COURTYARD

Our tranquil and secluded Courtyard connects directly to The Assembly Hall and is available to hire with any of our venues or packages to offer an outdoor networking opportunity or for a catered reception.

Exclusive hire only available at weekends.

## CAPACITY

Standing                      300 guests



## OPTIONAL EXTRAS

- LED uplighters (set of 10)                      £300
- White linen for round tables                      £30 per sheet
- Black stretch linen for trestle                      £20 per sheet
- Children's highchair                      £35
- Table-top flipchart                      £25
- 8-Litre urn                      £50
- Paper cups                      POA
  
- Duty Manager, as required                      POA
- Security, as required                      POA
- Cleaning, as required                      POA
- Porter, as required                      POA

Additional catering and AV requirements booked via approved suppliers.

# THE BOOKING PROCESS

1. Check out our [Virtual Tour](#) or head to [@LambethAssemblyHall](#) on Instagram to find inspiration and for more information about the venue
2. Contact VenueLambeth to check availability and book a site visit
3. Complete a [Town Hall Booking Enquiry Form](#) providing your contact details and your requirements
4. Confirm your booking, sign your hire agreement and make payment to secure your booking
5. Subject to your event requirements, apply for the appropriate [licensing](#), create your risk assessment, share insurance details and any other relevant documentation with VenueLambeth for review
6. Contact our accredited suppliers for catering, décor and entertainment requirements. If you are using an alternative caterer, additional charges and [technical and safety information](#) is required.
7. Confirm guest numbers and final set up with the Venues Team at least two weeks before your event
8. Don't forget to ask the Venues Team for any support along the way!





# THE SMALL PRINT

**Booking** All bookings will be reserved on a first-come-first serve basis. We will hold these reservations for 14 days before requiring a final decision. **No booking is confirmed until the full hire fee has been paid.** Time required set up and de-rig

**Damage Deposit** A damage deposit will be required for Assembly Hall booking which is refundable subject to any damage, overrun timings, breakages or where additional cleaning is considered necessary. For our smaller venues we reverse the right to invoice for any damages caused.

**Payment** Settlement of the hire fee and damage deposit is taken over the phone via our secure line, where you will be asked to type your card details into your device. We do not take your card details at any stage of the booking. You will be provided with a receipt once the payment has cleared.

**Toilets** There are male, female and accessible / inclusive toilet facilities available in the premises and we will assign the most appropriate and nearest facility for use which will be outlined in your hire agreement.

**Accredited Suppliers** As we are a dry hire venue, upon booking we will share our list of our approved suppliers for catering, audio / visual, entertainment and décor for you to choose from who have all been health and safety checked. If you have suppliers you wish to use then we can discuss suitability and health and safety sign off.

**Security** A sufficient number of approved Council security staff will be required for certain bookings and these costs will be agreed with you in advanced. Our event packages are inclusive of security fees within the advertised time frame. Additional security is chargeable.

**Cleaning** All bookings in Lambeth Town Hall will incur a cleaning fee which will be agreed with you in advance. This cost covers the cleaning of the venue floors and facilities and does not include clearing away debris or litter. Please note that our wedding packages are inclusive of cleaning fees.

**Alcohol** It is strictly forbidden for persons under the age of 18 to consume alcohol on the premises and the hirer must take all reasonable steps to prevent such consumption.

**Smoking** Smoking of any kind is not permitted at any time in any part of the premises. This includes the use of e-cigarettes and vaping. A smoking area off-site can be made available.

**Anti-Social Behaviour** We reserve the right to refuse admittance to or remove from the premises any person who is disruptive, extremely intoxicated or in possession of any illegal drug.

**Cancellation Policy** All cancellations must be made by email to The Venues Team, and the hirer will be liable to pay the following cancellation fees;

After hire agreement signed	25% Cancellation Fee
Up to 90 days before the event date	50% Cancellation Fee
Up to 60 days before the event date	75% Cancellation Fee
Within 30 days of the event date	100% Cancellation Fee



## CONTACT US

Please contact the Venues Team for more information or to request a site visit.

venues@lambeth.gov.uk  
020 7926 6940

## VISIT US

To book a site visit to view any of our venues and meet the team to ask any questions you might have, to please email [venues@lambeth.gov.uk](mailto:venues@lambeth.gov.uk) to request a site visit.

On arrival at Lambeth Town Hall, please head to the Main Town Hall Reception and request to see the Venues Team for your scheduled site visit with the staff on the desk.

## HOW TO FIND US

Lambeth Town Hall  
1 Brixton Hill  
Brixton  
SW2 1RW

Tube: Victoria Line

Train: South Eastern and Thameslink

Bus: 118, 159, 2, 37, 59, P4, P5

No on site parking, speak to the Venues team for alternatives.





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