



RHS

Royal Horticultural Halls



Lindley Hall

Events Brochure 2023

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Welcome to **Lindley Hall**

Based on a quiet leafy square in the heart of Westminster, Lindley Hall has been hosting a variety of events since it first opened in 1904. Originally built to host botanic art exhibitions it now entertains the most prestigious events from dinners to fashion shows, product launches to exams, exhibitions to conferences - Lindley Hall has accommodated them all.

A beautiful glass-vaulted ceiling lets an abundance of natural light into this blank canvas venue and, together with our capacity to rig from the ceiling, clients can use every inch of space Lindley Hall offers.

Exclusivity is key and our carefully selected range of trusted suppliers for catering, production and theming are an integral part of our event success.

We look forward to working with you on your next event!





Meetings and conferences

With its central London location, Lindley Hall is the perfect space for companies to inspire, motivate and network, hosting up to 480 delegates. The flexible space allows organisers to host 280 people cabaret style with a reception space, or 480 theatre style with space for networking and exhibition stands if required.

In-house equipment includes an intelligent lighting system for washing with brand colours, pin spots, uplighters and a PA system for announcements and background music. Free Wi-Fi is also included with 200mbps. The Halls have hosted conferences for some of the world's biggest brands including Barclays, The White Company and Costa Coffee as well as high security events such as President Barack Obama speaking at a town hall style meeting.

ROOM LAYOUT	MAX. CAPACITY
CABARET with reception	280
CABARET without reception	352
THEATRE with reception	480
CLASSROOM	351





De-Slows Fest

Exhibitions

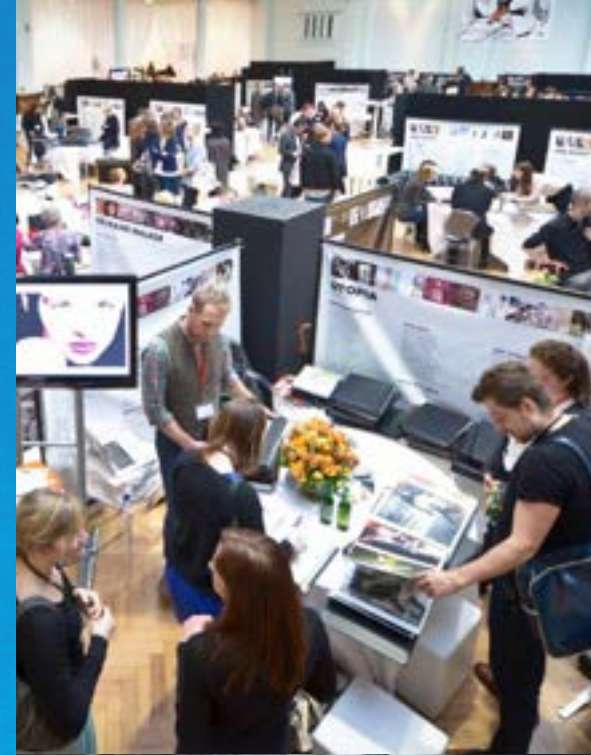
Lindley Hall provides an expansive and versatile space for your exhibition. With a total area of 875 square metres, Lindley Hall is the ideal venue for world-class exhibitions.

With an abundance of natural light flooding in through the high glass vaulted ceiling and bouncing off the white walls, the hall is a perfect blank canvas for your brand.

With space to accommodate up to 160 shell scheme stands or 145 trestle tables, Lindley Hall provides an adaptable backdrop for exhibitions allowing you to tailor the space to meet your event requirements.

The hall features a large three-tonne goods lift, which accesses both street and hall level, allowing for simple load in and load out for your exhibitors and suppliers.

ROOM LAYOUT	MAX. CAPACITY
TABLE TOP (6ft tables)	140 STANDS
SHELL SCHEME (1mx2m)	160 STANDS
SHELL SCHEME (2mx2m)	100 STANDS
SHELL SCHEME (3mx2m)	61 STANDS





Dinners and awards

A magnificent venue in the heart of Westminster, Lindley Hall provides the perfect backdrop for an evening of extraordinary dining. Whether you are planning to hold a gala dinner party, grand banquet or awards night, Lindley Hall is a venue that you can transform as you wish to accomplish your event visualisation.

Boasting capacity for 450 guests, with areas for a bar, dance floor, VIPs or press, Lindley Hall is a multipurpose private dining venue that offers endless possibilities.

For every event that we host, we work with a selection of London's finest caterers, production florists and entertainment companies.

Late licences are also available - please enquire for further details.

ROOM LAYOUT	MAX. CAPACITY
DINNER DANCE with reception	350
BANQUET TABLES with reception	396
DINNER (5'6" tables) with reception	459
DINNER DANCE with no reception	480





Receptions and product launches

As one of London's largest uninterrupted floor spaces, Lindley Hall is designed to provide a perfect blank canvas for your reception, without compromising on its unique period features. With room to accommodate 650 standing guests, the space can be customised for example to include cars, street food stalls and tasting tables as well as performers, such as roaming musicians and aerial artists to add colour and vibrancy to your event.

There are many opportunities to brand both inside and outside the hall as well as covering the floor with carpet or vinyl to really make your event stand out. The hall has attracted the crème de la crème of car launches over time, with Lamborghini launching the Urus following Renault's F1 Car Launch and Maserati's Levante.

Late licences are also available – please enquire for further details.

ROOM LAYOUT	MAX. CAPACITY
STANDING RECEPTION with informal seating	650
Please note that the final capacity for guests will depend on the size of staging and production.	





Wine tastings

Our stunning glass-vaulted ceiling lets in a wealth of natural light making the hall a perfect venue for wine tastings.

Lindley Hall has a long tradition of hosting wine events, with the first being The Festival of Wine in 1951. Organisers love the light and tranquillity of the space so the wines can do the talking! With a capacity of up to 140 tables - trestle tables and chairs are available in-house free of charge.

The hall also features a large three-tonne goods lift, which accesses both street and hall level.

There are endless possibilities for wine companies to brand the venue to really make it their own; including hanging banners around the walls, from the ceiling and outside the venue, as well as covering floors, doors and walls with branded vinyl.



ROOM LAYOUT	MAX. CAPACITY
TABLE TOP (6ft Tables)	140 STANDS
CLASSROOM TASTING	350



Fashion shows

A versatile fashion show venue in the heart of London, Lindley Hall provides a spectacular backdrop for your latest collection.

The infrastructure below the 14-metre-high, glass-vaulted ceiling allows for a high capacity of rigging, so clients can use every square inch of space the hall offers.

Fashion houses and designers such as Alexander McQueen, Anya Hindmarch, Tom Ford and Richard Quinn have showcased their collections at the Halls, creating high-fashion moments that artistically display their creativity and expertise in a beautiful setting.

Lindley Hall can feature a full-size catwalk, as well as up to 500 seated guests; and is equipped with a back of house area ideal for hair and make-up or for backstage and press use.



ROOM LAYOUT	MAX. CAPACITY
MIXED SEATING AND STANDING	600
Please note that the final capacity for guests will depend on the size of staging and production.	

Exams

Lindley Hall at Royal Horticultural Halls has held exams since 1906 and is the London venue of choice for external school or university examinations.

Lindley Hall boasts a stunning period setting that sets the scene for education and can accommodate up to 450 desks. For each examination, we will provide you with specialist exam desks, chairs, clocks, Wi-Fi and a separate invigilator area. Security is offered should you need it, as well as a cloakroom, PA system and secure room for storing exam papers.



ROOM LAYOUT	MAX. CAPACITY
EXAM DESKS	450

Filming

Since first opening our doors in 1904, Lindley Hall has hosted a variety of famous faces, from Ellie Goulding to Harry Styles.

Our central London filming location is the ideal backdrop for all manner of films, TV programmes, music videos, adverts and more. The hall is a 'hidden gem' filming location within Westminster, which is yours to transform precisely to your needs.

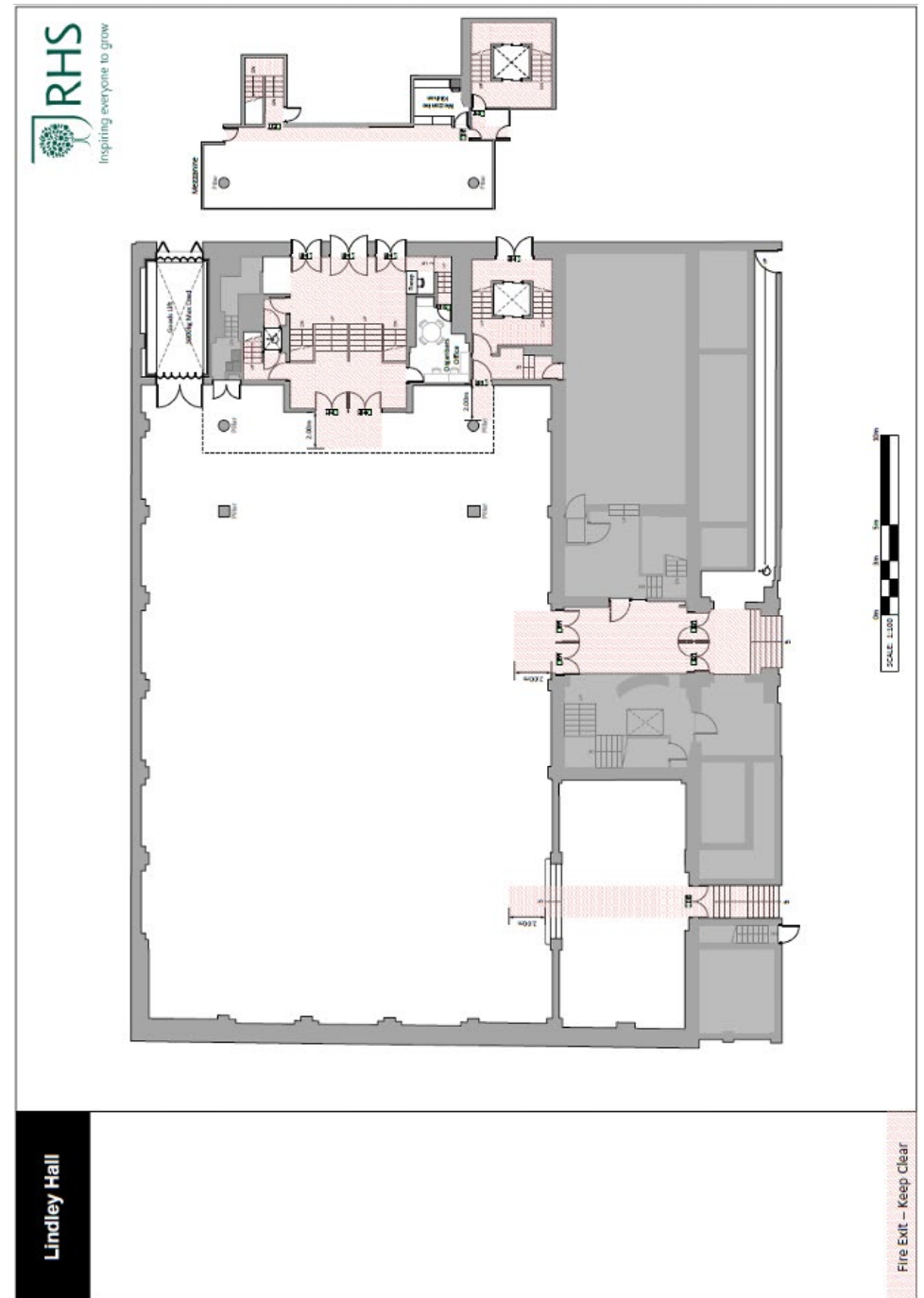
Whether your filming specification requires natural daylight or a blackout, to create a game show set, a car advert, a music video - Lindley Hall has seen it all!



ROOM LAYOUT	MAX. CAPACITY
FILMING	600
Please note that the final capacity will depend on the size of staging and production.	

Venue dimensions

SPACE NAME	DIMENSIONS
MAIN HALL	Length: 36m Width: 22m Ceiling Height: 14.75m
NORTH ANNEXE	Length: 13.4m Width: 6.3m Ceiling Height: 14.75m
MEZZANINE BALCONY	Length: 16m Width: 4.5m Ceiling Height: 2.3m
ORGANISER'S OFFICE	Length: 2.96m Width: 2.71m Ceiling Height: 2.25m
BASEMENT KITCHEN (image not shown)	Length: 8m Width: 7.7m Ceiling Height: 1.95m Walk in Fridge: 4.6m x 2.7m



Venue hire

- Furniture: including banqueting chairs, 5ft6 round tables, trestle tables and poseur tables
- Black draping to divide the room if required
- Cleaning of the hall: pre and post event
- Cloakroom (with cloakroom attendants)
- Operational staff
- Wi-Fi

Hire rate from £13,000 + VAT

**We also offer half-day hire rates*

For availability contact the team on:

T. 020 7821 3650

E. horthalls@rhs.org.uk



Venue hire rates

Please find below our basic venue hire rates for 2023
If you wish to extend your hire past midnight, please discuss fees with your Venue Sales contact.

	Full Day 08:00 – 24:00	12-hour Hire 12 hours between 08:00 – 24:00	Half Day 08:00 -13:00 13:00 – 19:00	Evening Hire 16:00 – 24:00
Monday - Saturday	£13,000	£10,000	£8,750	£9,750

	Full Day 09:00 – 23:00	12-hour Hire 12 hours between 08:00 – 23:00	Half Day 08:00 -13:00 13:00 – 19:00	Evening Hire 16:00 – 23:00
Sunday	£11,000	£8,750	£8,500	£8,500

All prices listed above are ex. VAT

Within our premises license, we are able to load into the venue between 7am – 11pm (Monday - Saturday) and 8am-10pm on Sundays.

If your event rig or de-rig will take longer than the hire times listed above, extra hours can be bought at an additional hourly rate. Please ask for more details.

Late license extensions (up to 2am) can be bought at £1,000 + VAT per hour.



Why hire Lindley Hall?

Lindley Hall is one of the most versatile venues in central London allowing you to push the boundaries of what can be achieved in the world of events.

Our location in the heart of Westminster, within close walking distance to Victoria mainline station, St James Park and Pimlico tube stations, makes our venue a great choice for public events offering ease of access and for private events offering exclusivity.

With capacity to accommodate ceiling rigging, internal car displays, endless branding opportunities, overnight builds and de-rigs, plus a wide range of first-class accredited suppliers, all within 875 sq. meters of blank canvas floor space, Lindley Hall is a venue to be considered for all types of events.

Our dedicated in-house events team are on hand to make your event a great success and surpass all expectations so you will want to return to Lindley Hall time and time again!

By hiring Lindley Hall you will also be actively supporting the charitable projects of The Royal Horticultural Society (RHS).

The RHS has endless initiatives designed to get the nation gardening, including educational courses with qualifications and campaigns such as Britain in Bloom, Greening Grey Britain and the RHS Campaign for School Gardening.

The RHS is also one of the biggest innovators in horticultural science and research, safeguarding the conservation and biodiversity of the UK.

For more information on this and locations of their public gardens across the UK, please visit the RHS website via rhs.org.uk



Venue furniture

All furniture listed below is included in your venue hire fee. Following receipt of a signed contract you can discuss agreed floorplans with your Operations contact ahead of your event.

Quantity	Equipment	Detail
518	Blue Banqueting Chairs	Floor-seat: 18 inches, seat: 17 inches, full chair height: 36.5 inches
150	Trestle Tables	6ft x 3ft
50	Round Tables	5ft 6 inches
10	Poseur Tables	Silver round
560	Exam Desks	60cm x 60cm
10	Café Tables	80cm x 80cm
40	Café Chairs	
8	Wooden Partition Screens	180cm x 179cm
13	Black Pipe and Draping	Each section is adjustable and goes to a maximum of 3m tall and comes in a variety of 3m/4m/5m wide
1	Use of hoist and truss	9m made up of 3m sections
2	Flipcharts	Stands only, no paper available
3	Portable Coat Rails and 30 Hangers each	There is also a permanent cloakroom for 300 coats and 100 bags
1	WiFi	200 MB download and 200 MB upload - (log on and password can be personalised for your event)
1	Lectern	Wood and clear Perspex mix

Fixed electrics charge

Depending on the type of event you are hosting with the Royal Horticultural Halls, there is a fixed electrics installation fee.

Ahead of your event, a floorplan will be shared with you where your suppliers can mark where they need their electrics.

All electrical points must be requested prior to your event day, within the hall and the basement kitchen.

We suggest that you estimate between £1,000 - £3,000 + VAT for your electrics charge.



Venue staff

Included in hire:

During your venue hire, there will be a **duty manager, a lift operator and one cloak room attendant** included within your venue hire fee.

A **general pre and post clean** will also take place, along with one dedicated cleaner provided for the duration of tenancy.

Additional cleaning staff required are charged at £18 per hour (Mon – Fri) and £19 per hour (Sat & Sun) (min 5 hrs).

Not included in hire:

Security is mandatory for any events where alcohol is served, the cost of this is £22 + VAT per hour per guard (min of 6 hour charge). We require one guard per 100 guests. Security services need to be on site one hour before the start time of the event and remain one hour after the finish.

First aid provision and queue management may be required and will need to be pre-arranged with the operations team.

Additional cloakroom staff can be booked at an additional cost of £22 + VAT per hour per cloakroom attendant (min of 6 hour charge).

Structural Engineers Report – these are charged at £300 + VAT and are required for all stands over 4m high, double deckers, stairs, 600mm-high platforms and features that require cross-bracing, as well as any rigging hung from the fabric of the building. Weight loadings onto the floor also require full structural calculations.



Venue suppliers

Our venue is sold as a dry-hire space. Suppliers must be sourced from our approved suppliers list, for both production and catering.

The full list is available on our website: [Click here to see the list](#)

Other suppliers are subject to venue written approval.

If our suppliers cannot provide the service or cuisine you are looking for:

Catering: We would request a £1,000 + VAT refundable catering deposit via your chosen caterer, to ensure our kitchen facilities are handed back in the same condition plus a buyout / admin fee of £3,500 + VAT. We do not charge a corkage fee, however your chosen caterer may.

Production: For large production events, an administration fee of 10% of the client's final bill will be charged. For more basic AV for meetings and conferences, a £500 + VAT fee will be charged.

Please check with your event planner if you are unsure of amount payable.



Additional information

Wi-Fi:

Wi-Fi is available for use throughout at 200MB download and 200MB upload speed.

Sound:

The maximum sound level is 95 decibels. As a venue, we are located in a residential area and need to be mindful of loud music/sound. The Operations Team will monitor noise for all events at boundary level and reserve the right to inform the client if the noise level needs to be reduced.

Should the Duty Manager on site deem the noise level too high, the client must comply and reduce sound to a level the Duty Manager deems suitable. Please note, the Duty Managers decision is final on this matter.

Additional Hours:

Load-in and load-out can only happen between 7:00am – 11:00pm (Mon – Sat), and 8:00am – 10:00pm (Sunday). Due to noise restrictions, no load-in or out can happen outside of these hours.

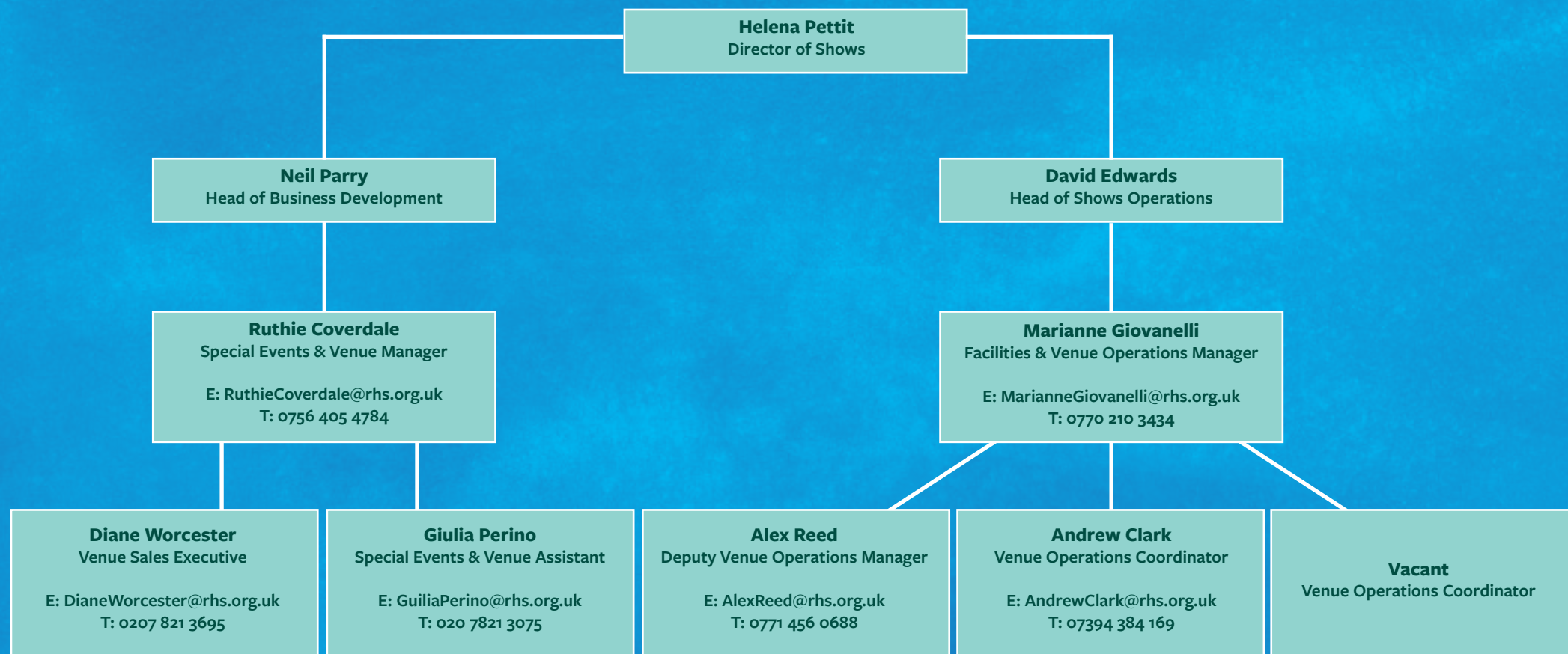
If you require additional hours for rig/de-rig then overnight 'silent hours' can be purchased at £750 + VAT per hour.

If you wish to extend your event hours, a Temporary Event Notice can be bought for £1,000 + VAT per hour (2am at the latest).



Royal Horticultural Halls organigram

Once you confirm your venue hire of Lindley Hall and contracts have been exchanged, you will plan your event with one of our team of experienced operations coordinators. Details of our team can be found below.





RHS

Royal Horticultural Halls



Our partners

Catering partners

The following caterers have been carefully selected and pre-approved to cater at the Royal Horticultural Halls.

Our diverse range of catering partners can create a menu to complement any theme or special requirement. From Asian to Italian, we have chosen a variety of cuisines and specialists to ease the pressure of your event planning process.

Please click on each caterers logo below for more information.

CONTEMPORARY CATERING



LUXURY CATERING



Catering partners

CONFERENCE CATERING



ASIAN CATERING



AFRICAN AND CARIBBEAN CATERING



KOSHER CATERING



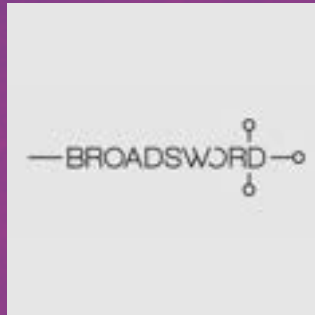
Production/entertainment partners

The following supplier list has been hand-picked to provide the very best services for your event.

Our meticulous tender process ensures that only the highest quality and trusted event professionals are on hand to turn your creative vision in to reality.

Please click on each caterers logo below for more information.

AV/PRODUCTION



AUDIO VISUAL



Production/entertainment partners

BRANDING



CREATING PROGRAMMING/CONTENT



ENTERTAINMENT



EVENT DESIGN/TECHNOLOGY SERVICES

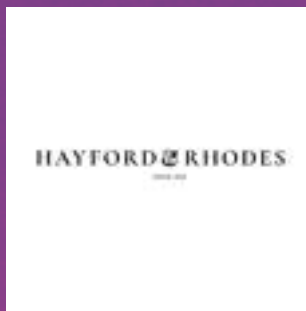


FLOORING/SHELL SCHEME



Production/entertainment partners

FLORISTS



FURNITURE HIRE



PHOTOGRAPHERS



THEMING

