

2025  
Venue Hire Rates



25 Red Lion Square • London • WC1R 4RL  
[conwayhall.org.uk](http://conwayhall.org.uk)



Max. capacity  
400 pax

•  
**Weekday**

Day • 09.00 - 17.00  
£2,800

Eve • 18.00 - 23.00  
£2,600

Full Day • 09.00 - 23.00  
£4,700

•  
**Weekend / Bank Holiday**

Day • 09.00 - 17.00  
£3,000

Eve • 18.00 - 23.00  
£2,800

Full Day • 09.00 - 23.00  
£5,200



**AUDIO & PROJECTION PACKAGE INCLUDED:**

**PERSONNEL:** 1 x AV Technician up to 12 hours schedule (including set-up and pack down time)

**EQUIPMENT:** Conference PA System • Mixing Desk (16 in / 8 out)  
2 x Lectern mics • 4 x Table mics • 3 x Handheld mics • 3 x Headset mics  
Audio Recording • Venue Lighting • Projector and screen with 2 x HDMI inputs  
Macbook & Windows laptops • Comfort monitor

*Depending on the complexity of your event, additional set-up time and/or technicians may be required*

**ADD-ONS**

Foldback Monitor • £75  
Uplighters x 6 • £250  
Uplighters x 12 • £400  
Grand Piano • £400  
Yamaha Piano • £150  
Tub Chairs • £50 each  
Poseur Tables • £30 each  
Music stools • £25 each

# ADD-ON MAIN HALL AV PACKAGES

At Conway Hall, we can provide a variety of AV solutions to suit your requirements.

Your chosen AV package includes and pre-event consultation and technical management. This covers phone calls, Zoom meetings and email conversations.

Site visits can be scheduled by arrangement and may incur additional costs.

If the standard packages, as listed here, are not appropriate for your event, please don't hesitate to contact us - our team can design a bespoke package for you.

*Please note that bespoke packages or additional requests may incur additional management, personnel or equipment costs.*



## **PACKAGE 1 • £900** **AUDIO, VIDEO & LIVESTREAMING/RECORDING**

### **PERSONNEL INCLUDED:**

1 x AV Technician\* • 1 x Livestream Engineer

### **EQUIPMENT INCLUDED:**

Conference PA System  
Mixing Desk (16 in / 8 out)  
2 x Lectern mics • 4 x Table mics  
3 x Handheld mics • 3 x Headset mics  
Audio Recording  
Venue Lighting  
Projector and screen with 2 x HDMI inputs  
4 x PTZ cameras  
Comfort monitor  
Livestream/Video recording server  
Macbook & Windows laptops

*Depending on the complexity of your event, additional set-up time and/or technicians may be required.*

*\*Includes a shift of up to 12 hours (including 2 hours of set-up / pack-down time).*

## **PACKAGE 2 • £1,400** **HYBRID OR DIGITAL-ONLY EVENT**

### **PERSONNEL INCLUDED:**

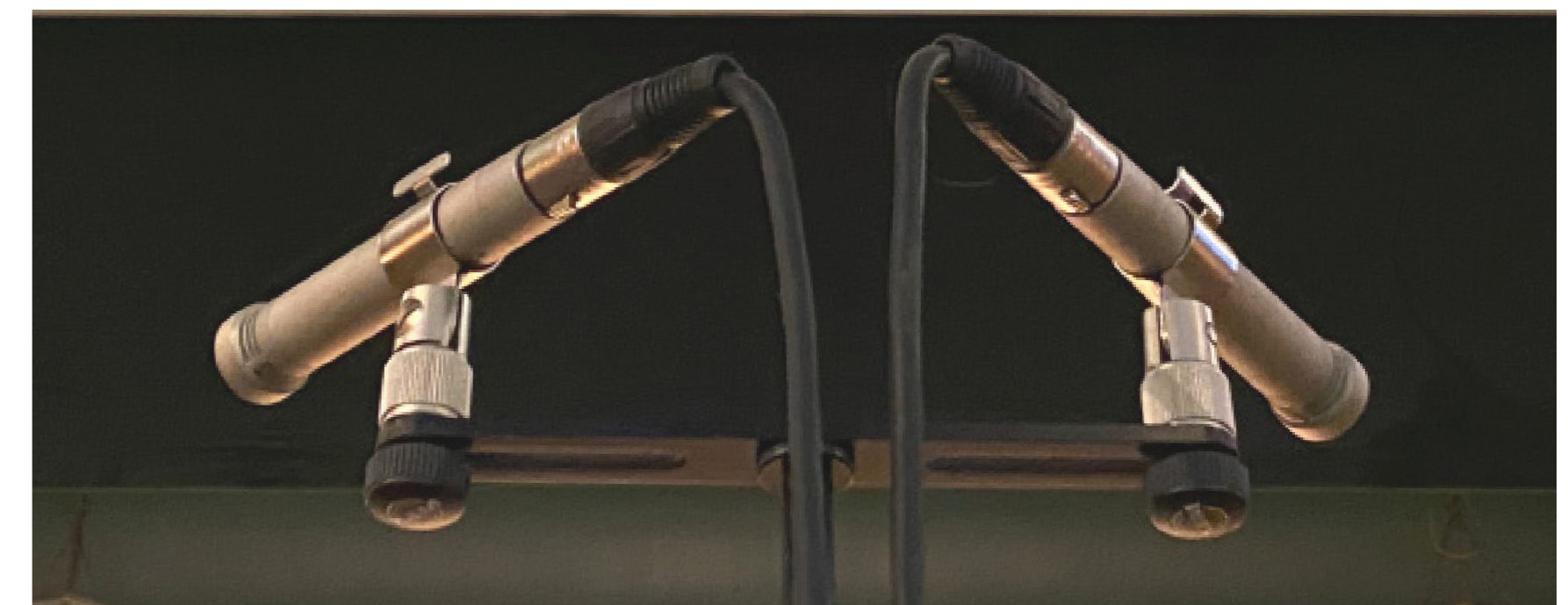
2 x AV Technicians\* • 1 x Livestream Engineer

### **EQUIPMENT INCLUDED:**

Conference PA System  
Mixing Desk (16 in / 8 out)  
2 x Lectern mics • 4 x Table mics  
3 x Handheld mics • 3 x Headset mics  
Audio Recording • Venue Lighting  
Projector and screen with 2 x HDMI inputs  
4 x PTZ cameras  
Comfort monitor  
Livestream/Video recording server  
Hybrid event server  
Macbook & Windows laptops

*Depending on the complexity of your event, additional set-up time and/or technicians may be required.*

*\*Includes a shift per technician of up to 12 hours (including 2 hours of set-up / pack-down time).*



# BROCKWAY ROOM



Max. capacity

80 pax

•

## Weekday

Day • 09.00 - 17.00

£700

Eve • 18.00 - 23.00

£600

Full Day • 09.00 - 23.00

£1,200

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£800

Eve • 18.00 - 23.00

£700

Full Day • 09.00 - 23.00

£1,400

### INCLUDED IN THE ROOM HIRE:

55" Smart TV screen • Tables & Chairs • Wi-Fi • Water

### ADD-ON TALKS PACKAGE • £200

**INCLUDES:** PA System • Rack-mounted mixer • 1 x Lectern mic

2 x Wireless Handheld mics • Mini-jack input for laptops • Set-up and Packdown

*\*This package is not suitable for live music events or concerts. If you will be performing live music, please contact us to have a bespoke package costed for you depending on your requirements.*

*Our on site Technical Manager will gladly assist you in planning a suitable package for your event.*

### ADD-ONS

Uplighters x 6 • £250

Uplighters x 12 • £400

Yamaha Piano • £150

Tub Chairs • £50 each

Poseur Tables • £30 each

# LIBRARY



Max. capacity

60 pax

•

## Weekday

Day • 09.00 - 17.00

£700

Eve • 18.00 - 23.00

£600

Full Day • 09.00 - 23.00

£1,200

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£800

Eve • 18.00 - 23.00

£700

Full Day • 09.00 - 23.00

£1,400

### INCLUDED IN THE ROOM HIRE:

65" Smart TV screen • Tables & Chairs • Wi-Fi

### ADD-ON TALKS PACKAGE • £200

**INCLUDES:** Portable PA System • Mixing desk • 2 x SM58 microphones on stands  
2 x Handheld mics • Set-up and Packdown

This is suitable for small meetings or conferences with talks and playback of video/audio. It is provided on a self-service basis. If you'd like a technician to operate the event for you, this can be provided at an additional cost of £350.

*This package is not suitable for live music events or concerts. If you will be performing live music, please contact us to have a bespoke package costed for you depending on your requirements. Our on site Technical Manager will gladly assist you in planning a suitable package for your event.*

### ADD-ONS

Uplighters x 6 • £250

Uplighters x 12 • £400

Yamaha Piano • £150

Tub Chairs • £50 each

Poseur Tables • £30 each

*Due to the nature of our historic building, this space is not currently accessible to wheelchair users or those with mobility issues that prevent them from using stairs.*

# BERTRAND RUSSELL ROOM



Max. capacity

35 pax

•

Weekday

Day • 09.00 - 17.00

£500

Eve • 18.00 - 23.00

£450

Full Day • 09.00 - 23.00

£900

•

Weekend / Bank Holiday

Day • 09.00 - 17.00

£600

Eve • 18.00 - 23.00

£550

Full Day • 09.00 - 23.00

£1,100

## INCLUDED IN THE ROOM HIRE:

65" Smart TV screen • Tables & Chairs • Wi-Fi • Flipcharts & Pens • Self-service Teas & Coffees

## ADD-ON TALKS PACKAGE • £200

**INCLUDES:** Portable PA System • Mixing desk • 2 x SM58 microphones on stands  
2 x Handheld mics • Set-up and Packdown

This is suitable for small meetings or conferences with talks and playback of video/audio. It is provided on a self-service basis. If you'd like a technician to operate the event for you, this can be provided at an additional cost of £350.

*This package is not suitable for live music events or concerts. If you will be performing live music, please contact us to have a bespoke package costed for you depending on your requirements. Our on site Technical Manager will gladly assist you in planning a suitable package for your event.*

## ADD-ONS

Uplighters x 6 • £250  
Uplighters x 12 • £400  
Yamaha Piano • £150  
Tub Chairs • £50 each  
Poseur Tables • £30 each

# FLOWER ROOM



Max. capacity

12 pax

•

## Weekday

Day • 09.00 - 17.00

£450

Eve • 18.00 - 23.00

£400

Full Day • 09.00 - 23.00

£800

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£500

Eve • 18.00 - 23.00

£450

Full Day • 09.00 - 23.00

£900

### INCLUDED IN THE ROOM HIRE:

50" Smart TV screen

Tables & Chairs

Flipchart, Pens & Paper

Whiteboard

Self-service Teas, Coffees + access to the Kitchenette

Water

Wi-Fi

### NOTE

*Due to the nature of our historic building, this space is not currently accessible to wheelchair users or those with mobility issues that prevent them from using stairs.*

# FOX ROOM

Max. capacity

10 pax

•

## Weekday

Day • 09.00 - 17.00

£350

Eve • 18.00 - 23.00

£300

Full Day • 09.00 - 23.00

£600

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£400

Eve • 18.00 - 23.00

£350

Full Day • 09.00 - 23.00

£700



### INCLUDED IN THE ROOM HIRE:

50" Smart TV screen  
Boardroom Table & Chairs  
Flipchart, Pens & Paper  
Self-service Teas & Coffees  
Access to the Kitchenette  
Water  
Wi-Fi

### NOTE

*Due to the nature of our historic building, this space is not currently accessible to wheelchair users or those with mobility issues that prevent them from using stairs.*



# CONWAY SUITE

Max. capacity

22 pax

•

## Weekday

Day • 09.00 - 17.00

£800

Eve • 18.00 - 23.00

£700

Full Day • 09.00 - 23.00

£1,400

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£1,200

Eve • 18.00 - 23.00

£800

Full Day • 09.00 - 23.00

£1,900



### INCLUDED IN THE ROOM HIRE:

50" Smart TV screen x 2  
Boardroom Table, Tables & Chairs  
Flipchart, Pens & Paper  
Self-service Teas & Coffees + Water  
Access to the Kitchenette  
Private Toilet  
Wi-Fi

### NOTE

*Due to the nature of our historic building, this space is not currently accessible to wheelchair users or those with mobility issues that prevent them from using stairs.*

# WHOLE VENUE

Max. capacity

500 pax

•

## Weekday

Day • 09.00 - 17.00

£6,500

Eve • 18.00 - 23.00

£6,000

Full Day • 09.00 - 23.00

£11,000

•

## Weekend / Bank Holiday

Day • 09.00 - 17.00

£7,500

Eve • 18.00 - 23.00

£6,500

Full Day • 09.00 - 23.00

£12,000



Hiring the Whole Venue will give you and your guests exclusive use of Conway Hall.

### USABLE AREAS INCLUDE:

Main Hall • Brockway Room • Bertrand Russell Room • Library  
Conway Suite (Fox Room + Flower Room) • Artists' Room

### ANCILLARY SPACES INCLUDE:

Kitchen + Cafe • Green Room • Foyer Area

### NOTE

*Due to the nature of our historic building, the Library, Conway Suite, Green Room and Artists' Room are not currently accessible to wheelchair users or those with mobility issues that prevent them from using stairs.*

## GET IN TOUCH

To make an enquiry, speak to our team or arrange a viewing:

[venuehire@conwayhall.org.uk](mailto:venuehire@conwayhall.org.uk)

020 7242 8032

## EVENT COORDINATION

Once your event is confirmed with us, your main contact will be our **Event Coordination Manager**.

You'll be able to conduct site visits and talk through all aspects of your day.

## SECURITY

Evening events include the provision of **one security guard**, should we think it necessary. If we think more than one security guard will be required or the client wishes for additional guards to be present, there will be an additional cost of **£250** per guard / 5-hour shift.

## CATERING

We work with a wonderful group of preferred suppliers. All have great ethical credentials, which is obviously of upmost importance to us as an *Ethical Society*.

**Wooley's** • Providing healthy food since 1988, they continue to develop menus that boast freshness, quality and great taste. They're also located right next door.

**Penni Black** • Ethical sourcing, recycling and upcycling is at the heart of everything that they do, and so is amazing food.

**Social Pantry** • They're determined to make a difference whilst still delivering extraordinary events, extraordinary service & extraordinary food. Sounds good to us!

**Eden** • Regarded as one of the UK's most sustainable caterers, providing fresh, seasonal and delicious food around central London since 1993.

**Dinner Ladies** • Powered by brilliant women and inspired by bold flavours, Dinner Ladies' events are celebrations of food and people, with cultivated feasts for the heart, mind and soul.

## BAR

We're proud to be working alongside independent bar company *Too Many Bars*, who have created an ethical drinks menu with sustainability at the heart of the project - in addition to consulting with and creating bespoke drinks menus for our clients.

## IN-HOUSE CATERING

We offer in-house refreshments and breakfast package as a self-service option and this can include:

Tea / Coffee • **£3.50** per person

Tea / Coffee + Biscuit • **£4** per person

Breakfast Package • **£8.50** per person  
(pastries, seasonal fruits, tea / coffee)

## ACCESS & STORAGE

The main entrance of Conway Hall on Red Lion Square can be used for access between 9am and 10pm.

After 10pm you will be asked to use the Theobald's Road entrance/exit, as the main entrance is situated in a residential square.

We understand that you might have a requirement for deliveries and drop-offs ahead your event. This can be arranged, subject to availability of space, and for an additional cost starting from **£50**.

## ACCESSIBILITY

Conway Hall is a Grade II listed historic building, dating from 1929. Because of this there are areas that are not currently accessible to wheelchair users and those with mobility issues. Some spaces are located on the first floor and only accessible by a flight of stairs.