



# Walworth Living Room Hire Pack



## Welcome to the Walworth Living Room

Walworth Living room is a new space for our community, open for everyone.

Walworth Living Room can be hired from 8am to 10pm, 7 days a week.

It's a place for eating learning, playing, working, sharing a cuppa and getting to know your neighbours.

This space belongs to all of us.



## Main Hall

117 m<sup>2</sup> (9.1 x 12.8 m)

110 - 117 Max Standing Capacity of People

£ 45 / h

+ £ 15 / h for room set up and take down

+ £ 15 / h for cleaning (for events serving food)

The room is set up to resemble a living room. It is available from 6pm Monday to Friday and all day at the weekends.

We are unable to remove furniture but we can move it from one side to the other. It is possible to book a zone in the hall; Soft Zone (10 people), Meeting Zone (12 people), Craft Zone(16 people).

Please be aware that other people may be also using the space during your session as they are open to public until 5 pm.

### Equipment List

Brown Chairs 35x

2-3 Person Sofas 3x

Armchairs 2x

Tea & Coffee station

Cutlery & Crockery for Beverages

Tables 2x

High tables 5x

Fire fighting equipment

Please acquaint yourself with all fire fighting equipment before using the spaces. See Plan for locations of fire extinguishers and fire exits. Thank you!



## Small Hall

50 m<sup>2</sup> (5.7 x 9.0 m)

50 Max Standing Capacity of People

£ 35 / h

+ £ 15 / h for room set up and take down

+ £ 15 / h for cleaning (for events serving food)

### Equipment List

Black Chairs 25x

Tables 6x

Sink

Tea & Coffee Station

Fire fighting equipment

Please acquaint yourself with all fire fighting equipment before using the spaces. See Plan for locations of fire extinguishers and fire exits.  
Thank you!



## Kitchen

14 m<sup>2</sup>

2 Max Capacity of People

The kitchen is available for hire **ONLY** to individuals + organisations who have among them someone qualified to Level 3 food Hygiene.

### Equipment List

Kettle

Stove

Oven

Fridge

Sink

Mugs

Glasses

Cutlery

Pots & Pans

Chopping Boards








Chopping Knives

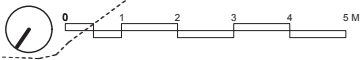
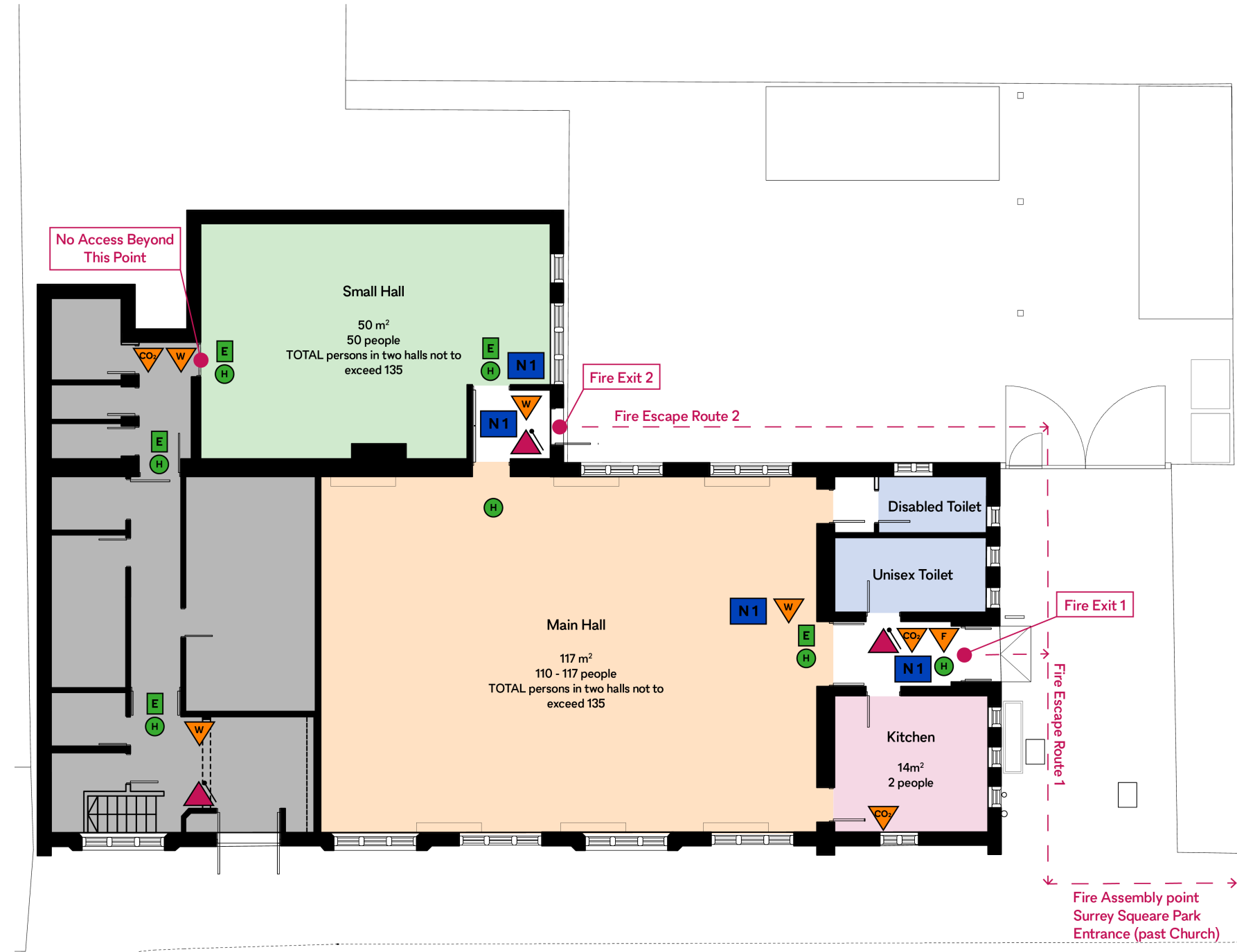
Tea/Coffee

Please acquaint yourself with all fire fighting equipment before using the spaces. See Plan for locations of fire extinguishers and fire exits. Thank you!



## Fire Protection & Emergency Plan

-  Fire Alarm Manual Sounder
-  Portable Fire Extinguisher WATER
-  Portable Fire Extinguisher CO<sub>2</sub>
-  Portable Fire Extinguisher FOAM
-  Emergency Lighting Lamp
-  Fire Exit Sign
-  Fire Notice General Notice



## Other Information

### Basic Rules

Walworth Living Room can be hired from **8am to 10pm, 7 days a week**  
No music after 9pm  
No animals except assistance dogs.

### Safety

Familiarise yourself with **Fire Safety Plan, Evacuation procedures and Fighting Equipment** before using the space.  
(See the Fire Safety Plan on Page 6).

You must have public liability insurance in place for your event.

If children or vulnerable adults attend your event you must have a safeguarding policy in place.

Report any breakages or accidents to [info@pembrokehouse.org.uk](mailto:info@pembrokehouse.org.uk) within 24 hours.

### Food and Drink

Pembroke House can organise food and drink for your event if required for a separate charge. Walworth Living Room has no alcohol license. If you wish to serve alcohol at your event it is your responsibility to arrange appropriate licences.

### Parking

Secure parking for 1 vehicle is available behind a closed gate for an additional **charge of £ 5**.

## How to find us?



### Bus Stops

Congreve Street (Stop H)  
42

Alsace Road (Stop A)  
42, 136, 343

Dunton Road (Stop WN)  
21, 53, 63, 168, 172, 363, 415, 453

### Hall Hire Contact

020 7703 3803  
[info@pembrokehouse.org.uk](mailto:info@pembrokehouse.org.uk)  
[pembrokehouse.org.uk](http://pembrokehouse.org.uk)

Office Opening Hours  
Mon-Fi, 9AM-5PM

If you have any questions,  
give us a ring!

