

VENUE HIRE



HIGHGATE
LITERARY & SCIENTIFIC
INSTITUTION

EST. 1839





WELCOME TO HIGHGATE LITERARY & SCIENTIFIC INSTITUTION

*The Highgate Literary & Scientific Institution (HLSI)
is a centre for social interaction and life-long learning in the
heart of Highgate. HLSI is an independent organisation funded
by membership subscriptions and the income from its activities.*

*Founded in 1839 to promote a better understanding of new
developments in industry and discoveries in science, HLSI is one
of very few such institutions remaining in the country. In 1840 we
moved to 11 South Grove, a Grade II listed building, where we
have been at the heart of cultural life in Highgate ever since.*



ROOMS TO HIRE

We are fortunate to be located in a beautiful Grade II listed building at the centre of Highgate Village, rich in historical and cultural associations. Our building is ideal to host a variety of events such as birthday parties, wedding ceremonies / celebrations, wakes/life celebrations, live concerts, AGMs, book launches, business meetings, photo shooting and filming.



Members' Room



Victoria Hall



Library



Coleridge Room



Gosling Room



Linden Room

Local Council: Camden

... WITH THE LATEST TECHNOLOGY



We have recently upgraded our professional audio-visual system. The Victoria Hall stage has a new modern lectern equipped with two microphones, and we can connect any PC or Mac to the projector for presentation purposes. Please note that for safety reasons we cannot allow any other external equipment or cables to be connected to our own.

We can provide a wireless laser pointer for use in presentations, two portable microphones and a Lavalier microphone. A large projection wall behind the stage is coated with Screen Goo paint for better image projection.

Our loop system helps pick up speech more clearly for those who use hearing aids. It is also possible to live stream events on our YouTube channel. Our video mixer can allow for switching between our two cameras (which point towards the audience and the stage) and the presentation (when a laptop is connected to our projector via HDMI cable).

We have also upgraded our projector to an HD projector and the new subwoofer will improve the depth of the sound.

The Members' Room has been equipped with an HD projector, two new speakers, a camera, a drop-down electric screen and an independent loop system. This room can be used on its own or as an overflow for the Victoria Hall.

We have Wi-Fi access points on two separate networks, providing fast internet connection throughout the building.

HLSI MERCHANDISE

We have a new website for personalised HLSI products and gifts: [Gifts HLSI](#). Hirers will be able to upload their photos which can be printed on any of our products – discuss details with Luca Morelli.

Alternatively, choose an image of Highgate and the product you want it printed on: greetings card, postcards, mug, cushion, mouse mat or perhaps a jigsaw puzzle. More features, products and images, from our Archives, will be added in the coming months.

HIRE COSTS

The Highgate Literary & Scientific Institution can be hired for private functions when not open to our members or used for our events. We are an experienced team who will work hard with you to ensure you have an excellent experience from start to finish. Hiring is a good way to support HLSI as it generates a vital extra income.

CHARGES FOR 2023

Members' Room	£145 per hour
Victoria Hall	£185 per hour
Victoria Hall and Members' Room	£260 per hour
Library	£200 per hour (minimum 2 hours)
Coleridge Room	£85 per hour
Linden Room	£50 per hour
Gosling Room	£70 per hour
HLSI Setting-up	£105
Civil Ceremony fee	£180

CHARGES FOR 2024

Members' Room	£155 per hour
Victoria Hall	£195 per hour
Victoria Hall and Members' Room	£290 per hour
Library	£225 per hour (minimum 2 hours)
Coleridge Room	£90 per hour
Linden Room	£55 per hour
Gosling Room	£75 per hour
HLSI Setting-up	£125
Civil Ceremony fee	£185

For details of hiring the A/V system, live streaming, and crockery/cutlery, contact Luca Morelli.
We do not charge VAT.

TESTIMONIALS

It was a lovely venue, much appreciated by all. Many thanks and especially to John who was so smiling and helpful and kindly rescued my special card sign that I left behind.
Party (September 2023)



Excellent choice for my 80th birthday party. It is a beautiful venue in a lovely location with Pond Square's almost French air in front. The hall was wonderful for the bar and food tables, while the members room provided a refuge for those wanting to sit in comfortable surroundings. Everyone who had never been there before (and that was the majority) was immensely impressed and loved the place. However, the whole experience was made so easy with Luca giving such support and ensuring all organising was efficiently done. Both he and Lisa, who was on duty that night, were a joy to work with. HLSI would be my first choice when holding an event in the future.
Birthday party (March 2023)

Mum and I just wanted to thank you so much for such warm, friendly and helpful caretaking when my mum had her big party. It was a lovely event and felt very much like being at home with old friends, which was exactly what we had wanted.
Birthday party (July 2023)

Thank you so much for hosting us. From our first conversation Luca made the process of organising the reception absolutely seamless. I am extremely grateful, we could trust you and your team to a fantastic job. Everything was perfect. I would highly recommend HLSI, and would return without hesitation.
Wake (September 2023)

Our party went very well. Thank you for your help and advice. John was also very helpful on the night. We chose HLSI mainly for the following reasons: I already knew the space as I'd been to meetings and an art exhibition there and I'd liked the feel of the place; it was less expensive than other places in the area that we considered.
Party (September 2023)

I and my guests all had a wonderful time! The venue worked perfectly for our more intimate party size, and having both rooms to allow for ceilidhing and relaxed chatting was ideal.
Party (May 2023)

We chose HLSI due to the location and unique nature of the venue. We also really liked that it was a formal 'wedding' venue and we could do what we wanted - within reason - for our day.
Wedding party (May 2023)



THE MEMBERS' ROOM

The Members' Room is ideal for small parties and weddings, combining generous space with a more intimate setting and atmosphere. It is comfortably furnished with chairs and tables, and in winter the welcoming coal-effect gas fire provides both warmth and a focal point.

We have recently redecorated the Members' Room, changed the floor and added new furniture.

This warm, attractive room can be hired on its own of, for larger events, together with the Victoria Hall. The Members' Room is at ground level and easily accessible.

DIMENSIONS

10.30 m x 5.80 m; 33 ft 9 in x 19 ft (approx)
Area: 59.74 sq m; 644.10 sq ft (approx)

CAPACITIES

Formal seated reception: up to 30-40 people
Informal standing reception: 40-50 people
Numbers accommodated will depend on the set-up requested



THE VICTORIA HALL

The Victoria Hall is a 19th century vaulted hall with a large lantern roof light. It was built in 1880 over an open space previously used for stabling. The Victoria Hall is at ground level and easily accessible.

The hall has a wooden floor and a stage equipped with a lectern and microphones. There is a large projection wall behind the stage, coated with Screen Goo paint for better image projection.

A central lighting system offers atmospheric lighting, whether illuminating the Institution's historic picture collection, the latest Highgate Gallery exhibition, or the stage itself.

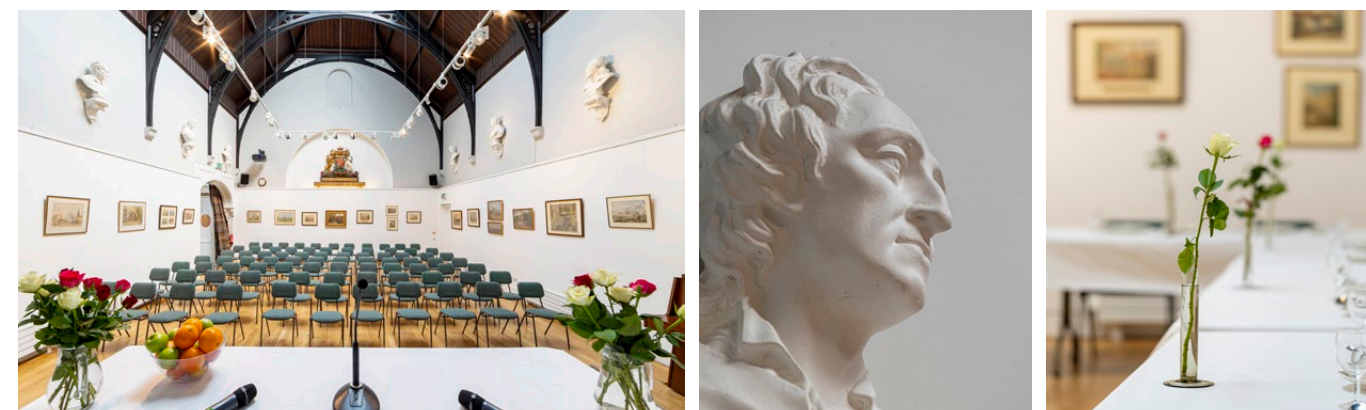
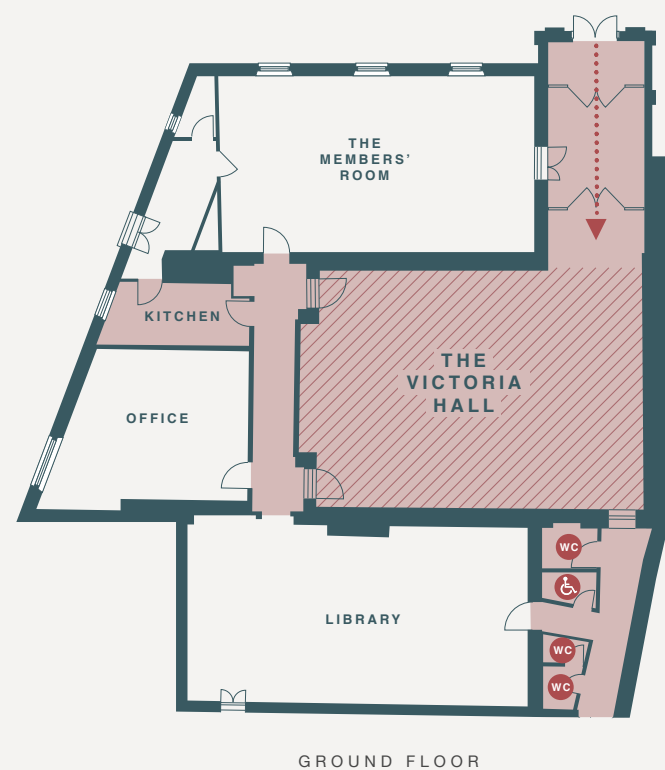
The Victoria Hall can be hired on its own or, for larger events, together with the Members' Room, which can offer a sanctuary where guests may relax in comfort.

DIMENSIONS

11.30 m x 7.90 m; 37 ft x 25 ft 11 in (approx)
Area: 89.27 sq m; 929.07 sq ft (approx)

CAPACITIES

Formal seated reception: up to 70-80 people
Informal standing reception: 100-110 people
Numbers accommodated will depend on the set-up requested.



THE LIBRARY

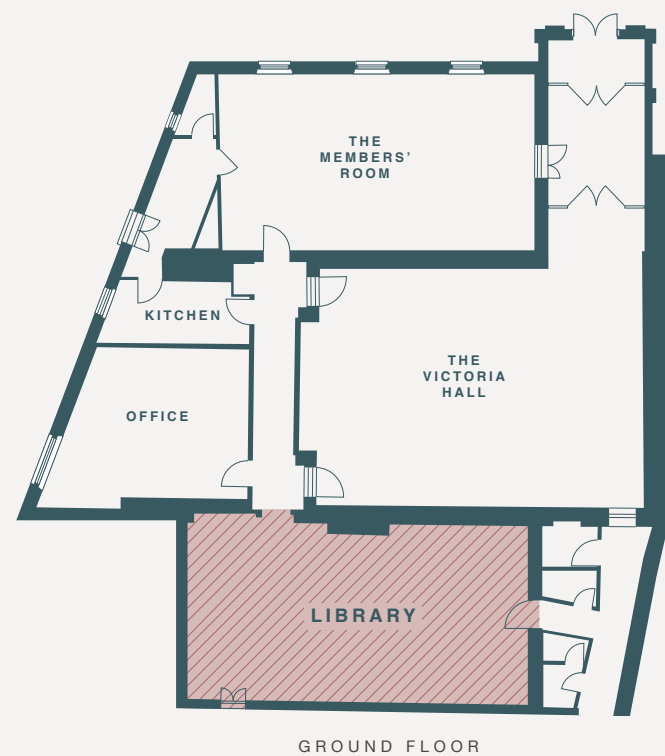
HLSI Library has a wonderfully traditional character. It has good natural light and an attractive large arched east-facing window. It provides a uniquely atmospheric setting for filming and photo shoots. The Library is at ground level and easily accessible.

We try to be as flexible with filming as possible. The library is generally available for hire on Sundays and in the evenings. We can accommodate daytime shoots, but we need to make sure minimum disruption is caused to our members.

DIMENSIONS

6.20 m x 11.20 m; 20 ft 4 in x 36 ft 5 in (approx)

Area: 68.80 sq m; 740.56 sq ft (approx)



THE COLERIDGE ROOM

The Coleridge Room is upstairs from the HLSI library, and holds our collection of books and papers on the poet Samuel Taylor Coleridge who lived in Highgate.

This room is ideal for book launches, small meetings, courses or small civil ceremonies.

Access to the upstairs rooms (Coleridge, Linden and Gosling) is via a staircase.

DIMENSIONS

4.70 m x 4.80 m; 15 ft 5 in x 15 ft 9 in (approx)

Area: 22.56 sq m; 246.45 sq ft (approx)

CAPACITIES

Seated: up to 8 people

Numbers accommodated will depend on the set-up requested



THE LINDEN ROOM

This pleasant room, which has plenty of natural light, overlooks Pond Square.
It is ideal for meetings and courses.

Facilities include a 50" smart TV with sound bar, and a whiteboard.

Access to the upstairs rooms (Coleridge, Linden and Gosling) is via a staircase.

DIMENSIONS

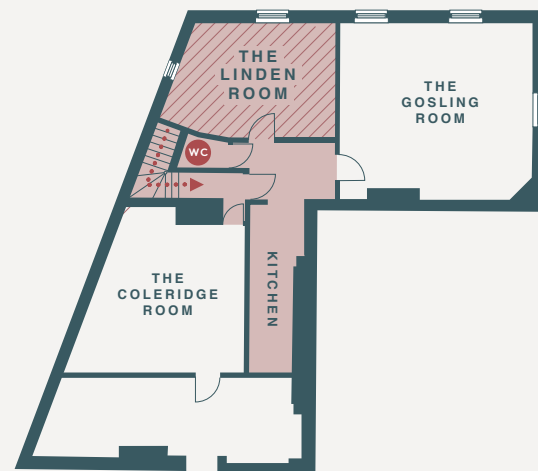
5.15 m x 3.20 m; 16 ft 1 in x 12 ft 5 in (approx)

Area: 16.48 sq m; 201.25 sq ft (approx)

CAPACITIES

Seated: up to 15 people

Numbers accommodated will depend on the set-up requested



FIRST FLOOR



THE GOSLING ROOM

This larger meeting room has windows on two sides, allowing plenty of natural light, and overlooks Pond Square.

It is suitable for larger meetings and courses.

Facilities include a 50" smart TV with sound bar, and a whiteboard.

Access to the upstairs rooms (Coleridge, Linden and Gosling) is via a staircase.

DIMENSIONS

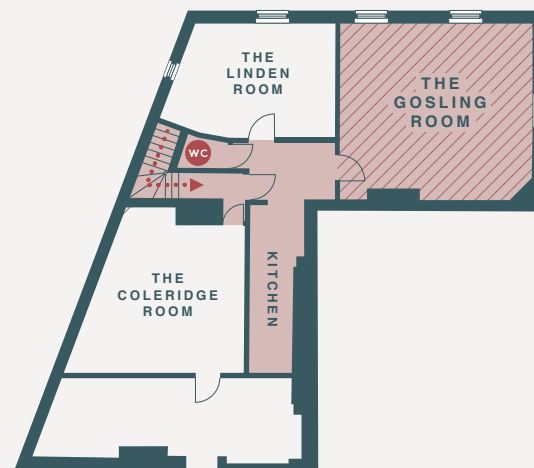
5.45 m x 6.30 m; 17 ft 1 in x 20 ft 8 in (approx)

Area: 34.34 sq m; 355.68 sq ft (approx)

CAPACITIES

Seated: up to 25 people

Numbers accommodated will depend on the set-up requested



FIRST FLOOR



TERMS & CONDITIONS

Before hiring a room

If you would like to proceed with your enquiry, please phone the office (020 8340 3343) or email Luca Morelli at luca.morelli@hlsi.net to discuss dates and details.

Deposit

Once a date has been selected, a provisional booking is made. The prospective hirer then has two weeks to confirm, at which point, a returnable deposit of £250 will be required to secure the booking. This is banked and will be held until after the function in the event of any damage, excessive mess, over-running of booked time, and the creation of undue noise or the inclusion of more guests than agreed. We expect however that the premises will be left as you found them and your deposit will be returned within a few days. A caretaker will be on duty throughout your hire.

Bookings

Payment of the deposit ensures a specific date is reserved, but is not guaranteed until the hiring contract has been drawn up to the satisfaction of both parties and signed, one copy to be retained by each, and full payment received by HLSI. Full payment (in addition to the deposit) must be paid within the due date set on the invoice.

Cancellation Fees

The following cancellation fees will apply. If notification is received more than four weeks in advance then 50% of the deposit will be retained. In the event of less than four weeks' notice being given, a charge of 100% of the deposit will apply.

Access to the building

Access is only available at the start of the agreed hired time. The hirer is only entitled access to those rooms and facilities covered by the signed hiring agreement. We recommend preparing a list of guests and appoint a person who can stay at the entrance and check the guests against the list.

Civil Marriage & Civil Partnership Ceremonies

HLSI is a popular venue for civil marriage ceremonies. Ceremonies can be booked with or without a reception.

Couples are advised to contact Camden Registrars:
Email: crs@camden.gov.uk
or TieTheKnot@camden.gov.uk
Website:
www.camden.gov.uk/web/tie-the-knot/home

Please note registrars charge to officiate at all venues registered in Camden. We do not allow the use of confetti the use of confetti within or outside HLSI. This would result in £100 being deducted from your deposit.

Kitchen Facilities

The kitchen is equipped for the presentation (rather than preparation) of food. There are two fridges, two electric ovens, four-ring gas hob, large double sink, stainless steel preparation surfaces and a dishwasher. We can provide chairs and trestle tables (160 cm by 61.5 cm; 5ft 25ins by 2ft), crockery and cutlery for up to 110 people.

Cleaning up

Cleaning up is the responsibility of the hirer and should be completed within one hour of the function finishing, but still within the agreed hired time. All deliveries and collections should be done within the agreed hired time. The caretaker will supervise clearing up and secure the premises afterwards. These matters need to be discussed with the Head of Operations, Luca Morelli, before the contract can be finalised for signature.

Parking

Parking is free except between 10:00 and 12:00 (Mondays to Fridays only). Vehicles may park temporarily on the pavement by the front steps for loading/un-loading only. Please note that hirers may not park in the garage yard behind the premises.

Disabled access

The Victoria Hall, the Members' Room and the Library are located on the ground floor and are fully accessible. Please let us know in advance if you are expecting any disabled guests so as to give you guidance on entrances and to ensure staff are on hand to assist on the day if required.

Restrictions

This is a residential area and we ask you to be considerate of our neighbours. We regret therefore that the following cannot be permitted:

- Excessively loud amplified music;
- Smoke machines;
- Helium or ordinary balloons;
- Confetti, rice, glitter, or rose petals;
- No smoking on the premises;
- No alcohol or music after 23:30;
- All guests must leave by midnight.
- Deep fat frying
- Electric bicycle and electric scooter
- Any electronic cigarettes

Decorating the venue

Due to our Grade II listed status we cannot have anything attached to the walls in the venue, so it is best to plan your decoration around freestanding or table-top pieces. No naked flames are permitted in or around the building, but battery-powered LED candles etc. are of course fine. If in doubt, please check with the Head of Operations, Luca Morelli, before making a decision on your decorations.

Caterers

The HLSI can recommend a few caterers who know the building well and have successfully catered for all kinds of events, but you are free to use you own caterer, if you wish to do so.

Utilities

The Highgate Literary & Scientific Institution is not responsible for the failure in the supply of water, gas or electricity to its premises.

Heating

Individual radiators may be adjusted up or down as required (please ask the duty caretaker), but no additional heating appliances may be used.

Fire Precautions

Fire exits must remain unblocked at all times and hirers should familiarise themselves with the fire exits, the location of fire alarm points and fire extinguishers. It is the hirer's responsibility to ensure any electrical appliances brought in to the Highgate Literary & Scientific Institution are compliant with all Health & Safety requirements.

Damage

The hirer is asked to take full responsibility for any damage to the Institution's property, including the historic pictures and prints in the Victoria Hall and Members' Room, or for any damage to works of art which may be displayed on panels in the Victoria Hall during exhibitions. We request that you do not pin any notices etc. to the walls and that every precaution is taken to protect polished wooden surfaces.

Insurance

Hirers are responsible for their own public liability insurance where appropriate. This can be taken out inexpensively and by the day.

Other matters

The Institution reserves the right to utilise any parts of the building which are not the subject of the hiring. The Institution reserves at all times the right of access to the rooms hired.

We request that you do not move the furniture. If you do not wish to use our in-house furniture, you can hire your own. All we request is that you liaise with us regarding dropping off and collecting, as we do not have any storage space for additional furniture.

Audio/Visual System & Live Streaming

If you wish to hire our equipment, please discuss with Luca Morelli. Note that only HLSI personnel can operate the HLSI Audio/Visual System. Please note, for safety reasons we cannot allow any other external equipment or cables to be connected to ours.

Live music/DJs

Thanks to its superb acoustic, the Victoria Hall is ideal for concerts. Before confirming your entertainment, please let us know in advance what setup you are planning so that we can work with you to ensure everything goes smoothly.

Covid-19

The health and safety of our visitors, volunteers and staff is our top priority. We ask that all users of our building follow the current hygiene guidelines. The NHS guidelines can be found [here](#).

TERMS & CONDITIONS

ABOUT HLSI

Library

The HLSI Library has some 25,000 books available for members to borrow. Our lending collection is constantly updated, covers a wide range of subjects and includes a popular Children's Corner.

Archive

The HLSI Archive holds documents, photographs, objects and oral histories relating to Highgate life, residents and local organisations. It includes a unique collection of paintings dating from 1780 to the present day.

Activities

The activity programme reflects our members' wide range of interests, and it also aims to be attractive to the wider community. Most activities are open to everyone, but HLSI members benefit from reduced rates.

Lectures

The lecture programme was started within a few weeks of our foundation in 1839. At first, science subjects predominated, reflecting the discoveries and inventions of the age. Now we offer talks on literature, science, history, social and political issues, the natural world, education, music and the fine arts.

Education

Classes take place in HLSI's buildings, online, and out and about, depending on the subject. Numbers are kept to a level to allow for student participation, even when online. Courses include languages, history, drawing and painting, creative writing, fitness, tree identification, walks, bridge etc.

Highgate Gallery

The Victoria Hall, with its high ceiling and lantern light, makes an attractive space for viewing art, valued by exhibitors and visitors alike. The varied year-long programme is selected by a committee from artists' submissions. Interested artists should contact gallery@hlsi.net for further information.

Science Group

These talks on science, technology and medicine attract both members and non-members who share an interest in scientific subjects. Illustrated talks by experts in their field are followed by Q & A sessions.

Highgate Film Society

The annual season of films is chosen by enthusiasts among HLSI members. Films are screened in the Victoria Hall. A discussion group, Film Talk, meets following screenings to share views on the films shown.

Opera Circle

Opera enthusiasts from among the HLSI membership arrange enjoyable evenings exploring lesser-known or favourite operas and performances.

Live at HLSI

The superb acoustic of the Victoria Hall is wonderful for chamber music. Occasional concerts bring the joy of live performance to HLSI and give performance opportunities to young, accomplished musicians at the start of their career.

Highgate Debates

Three or four debates are held each year on diverse, topical subjects likely to be of general interest and concern. The expert proposers and opposers are supported by seconders from local school sixth forms.

Literary Circles

HLSI members have formed several groups which meet to follow an interest in a particular form of literature, whether Russian literature, fiction and non-fiction, or plays. Members interested in joining a group should contact the office: admin@hlsi.net

Donations support

Donations to HLSI are very welcome and support HLSI's mission as a social and education hub in Highgate. They are subject to Gift Aid, thereby offering us greater benefit. Payments may be made via the website, www.hlsi.net. Members who wish to give a donation to HLSI in addition to their subscription should contact the office: admin@hlsi.net or 020 8340 3343

HOW TO FIND US

TUBE:

Archway or Highgate stations on the Northern Line

BUS:

Buses from Archway station towards Highgate Village



Highgate Literary & Scientific Institution
11 South Grove, London, N6 6BS

Tel. 020 8340 3343

luca.morelli@hlsi.net

www.hlsi.net

