

VENUE HIRE

THE
HELLENIC
CENTRE



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About Us

The Hellenic Centre is a vibrant cultural organisation promoting Greek culture in London. Founded as a charity in 1994, it is located just off Marylebone High Street. Generous donations from organisations and individuals from the Greek diaspora, as well as the governments of Greece and Cyprus, funded the purchase of the original building and its renovation.

Today, it serves as a hub for cultural events, hosting a diverse programme throughout the year, including talks, workshops, film screenings and concerts, along with contemporary art exhibitions.

Located in the charming Marylebone area, the Centre is surrounded by independent boutiques, upscale restaurants, and famous attractions like Madame Tussauds and the Sherlock Holmes Museum, making it a key cultural landmark in central London.

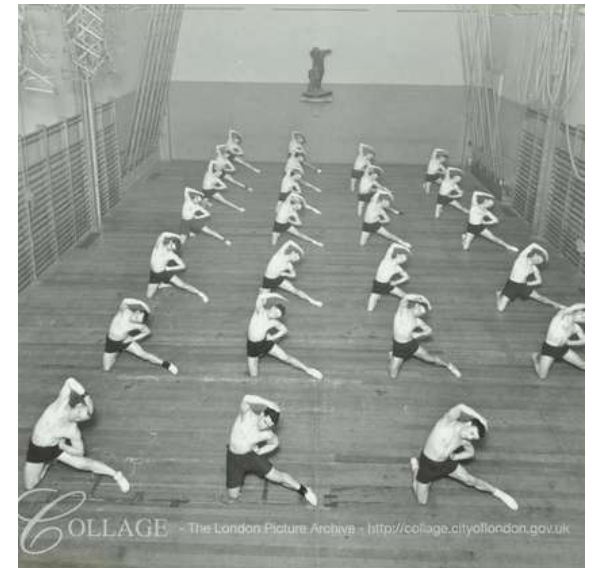


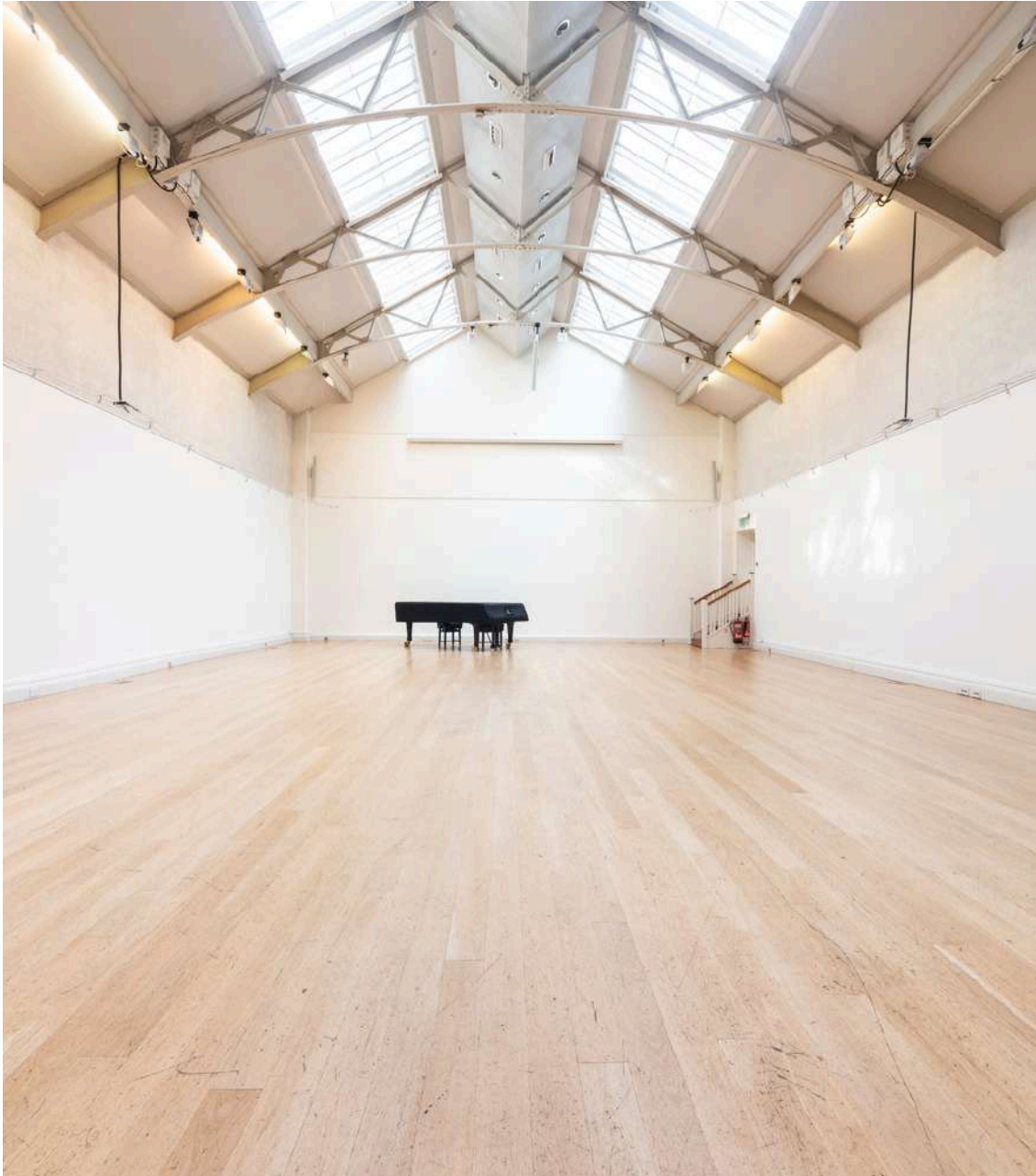
Our History

Most visitors to our red brick Edwardian building on Paddington Street don't notice its historical inscriptions. Commissioned in 1910 by Allan Broman, a pioneer of Swedish medical gymnastics, it was designed by Forsyth and Maule and served as a gymnasium. Swedish gymnastics, developed by Per Henrik Ling in the 19th century, focused on improving physical fitness and aiding recovery from illness.

The building initially housed lecture halls to train teachers in this system. In 1914, it became the Swedish War Hospital for British soldiers wounded in World War I. King George V and Queen Mary visited, famously getting stuck in the lift.

After the war, it became a teacher training college. In 1992, the Hellenic Community Trust acquired the building, and after restoration, it reopened as the Hellenic Centre in 1994.





Great Hall

The Great Hall is the gem of the Hellenic Centre. Featuring a high ceiling and the option of natural daylight, this impressive blank canvas can be enjoyed in its natural elegance or completely transformed to match any style or brand. The hire of the Great Hall includes the Balcony – a mezzanine floor which overlooks the space below, ideal for facilitating purposes, a breakout area or an extension to a main event.

Suitable for:

Weddings, bar mitzvahs, dinners, banquets, exhibitions, screenings, theatre, concerts, social events, conferences, AGMs, workshops, press days, product launches, wine tastings.

Access: Lift access

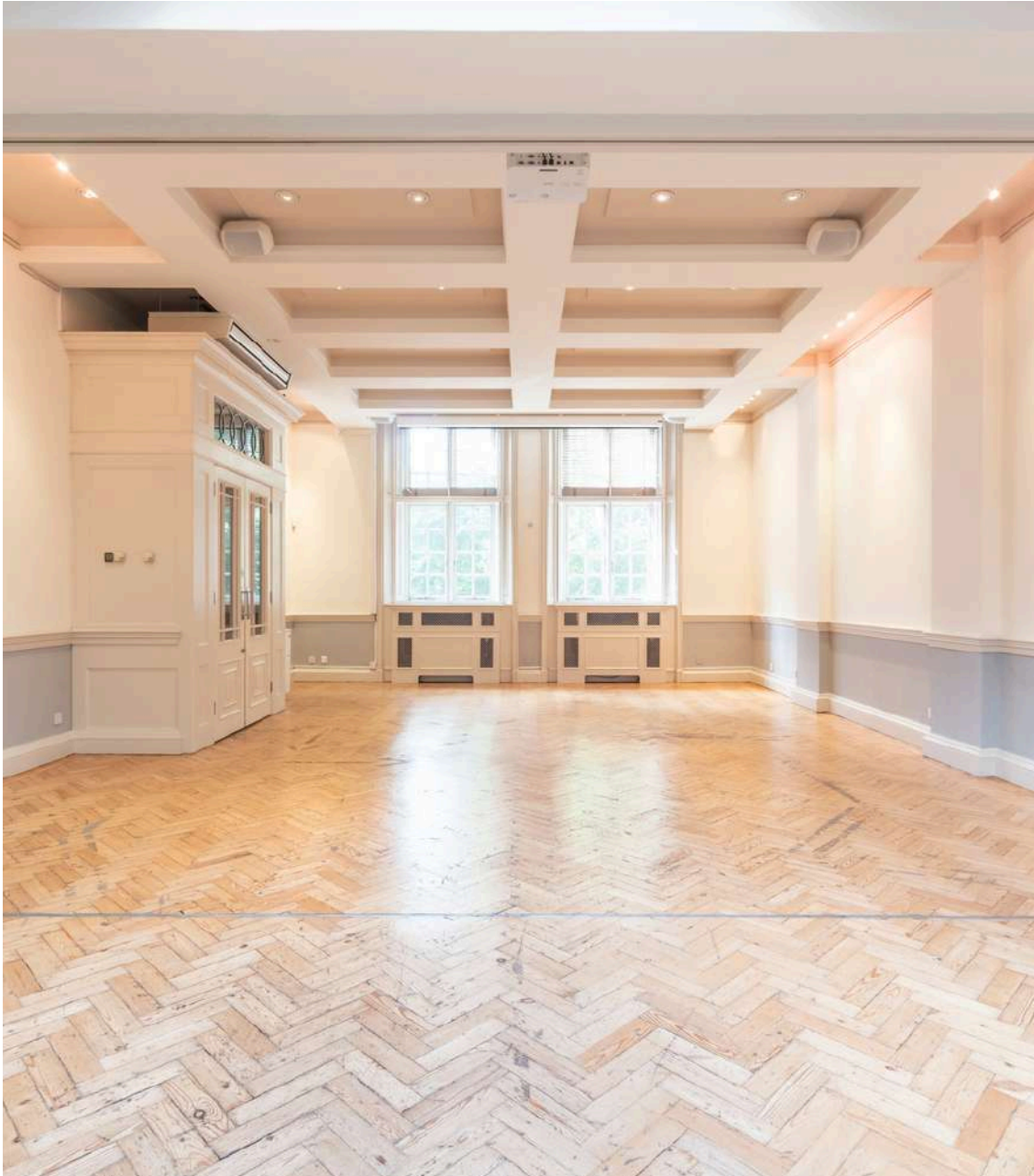


Capacity

- Theatre style 190
- Cabaret style 160
- Dinner & dance 160
- Banquet 180
- Cocktail/Standing 250

Features

- Air-conditioning
- Daylight (blackout optional)
- WIFI
- Integrated AV system
- Hearing loop
- 3-phase power supply
- Steinway Grand Piano D
- Hanging rail system
- Additional loading options for lighting rigs
- Lift access



Friends Room

This stunning space with unique ceiling details and original parquet flooring offers ample light filtering through the large windows and sky-light. Ideal for conferences, training sessions, creative workshops or cocktail receptions for up to 100 guests. This space benefits from bi-fold doors which divide it in two separate rooms to accommodate smaller meetings or breakout sessions. The Friends Room can be hired on its own or together with the other interlinking spaces on the ground floor, ideal as an extension to events taking place in the Great Hall.

Suitable for:

Conference & meetings, training sessions, workshops, lectures, AGM's, drinks receptions, private dinners, social events, exhibitions, film screenings/location, theatre/dance rehearsals, wine tastings / workshops, sample sales.

Access: Ground floor



Capacity

- Boardroom style 28
- Horse-shoe (with tables) 27
- Theatre style 80
- Cabaret style 60
- Cocktail/Standing 100

Features

- Air-conditioning
- Natural daylight
- WIFI
- Integrated AV system
- Hanging rail system
- Bi-fold doors to separate room



Boardroom

This elegant meeting room on the first floor offers ample natural daylight from the large soundproof windows that can be opened for fresh-air.

An ideal space for meetings, conferences, training sessions and lectures as well as a breakout space for larger events taking place in the Great Hall.

Suitable for:

Conference and meetings, workshops, lectures, training sessions, AGM's , breakout space.

Access: Lift access



Capacity

- Boardroom style 20
- Horse-shoe (with tables) 22
- Classroom style 18
- Theatre style 50

Features

- Air-conditioning
- Natural daylight
- Soundproof windows
- WIFI
- AV Equipment on request
- Lift access



Library

This unique Library space on the second floor offers an inspiring backdrop for meetings, workshops, and training sessions.

The large soundproof windows offer natural daylight and a view of Paddington Street Gardens.

Capacity

Boardroom style **18**
Theatre style **25**

Features

- Natural daylight
- WIFI
- AV Equipment on request

Access: Lift access



Print Room

Situated on the third floor, this intimate space offers natural daylight via windows that open for fresh air, ideal for small meetings, training sessions or as a syndicate room.

Capacity

Boardroom style **12**

Features

- Natural daylight
- WIFI
- AV Equipment on request

Access: Lift access to 2nd floor, 3rd floor access via one flight of stairs



Glass Room

Situated on the third floor, this intimate space offers natural daylight via windows that open for fresh air, ideal for small meetings, training sessions or as a syndicate room.

Capacity

Boardroom style 12

Features

- Natural daylight
- WIFI
- AV Equipment on request

Access: Lift access to 2nd floor, 3rd floor access via one flight of stairs.



Map Room

Accommodating a maximum of four people this intimate meeting room on the third floor, has a window for natural daylight and fresh air. An ideal space for small meetings, interviews, mediation and training sessions or as a syndicate room.

Capacity

Boardroom style 4

Features

- Natural daylight
- WIFI
- White board

Access: Lift access to 2nd floor, 3rd floor access via one flight of stairs.

Venue Hire Price List

Prices starting from

Room	Up to 4 hours	Up to 8 hours	Each extra hour
GREAT HALL			
Conference, Seminars etc.	£1,135	£2,010	£230
Promotional Events, Receptions, Dinners etc.	£1,390	£2,385	£230
FRIENDS ROOM	£780	£1,070	£90
BOARDROOM	£275	£490	£45
LIBRARY	£265	£465	£45
PRINT ROOM	£180	£305	£40
GLASS ROOM	£180	£305	£40
MAP ROOM	£80	£135	£30

Rates are for venue hire only. Additional fees apply for AV equipment, stage, cabaret style, etc.

Venue rates are subject to VAT @ 20%.

Half day hire (up to 4 hour slots) must fall within the following times: 08:30-13:00, 13:30-18:00, 18:30-23:00.

Bookings which cross over two time slots, i.e. 11:00-15:00, will be charged at an extra 50% of the 4 hour rate.

Weekend hire is subject to a minimum venue hire fee of £1,300 (excl. VAT).

Charges apply for tablecloths used in horse-shoe, classroom style and cabaret style room set-up.

All prices will be adapted to fit your event's unique needs. Contact us with a full brief for a bespoke quote.

See [Terms & Conditions](#)

Room Sizes

Room	Size in m	Area in m ²	Height in m	Level
Great Hall	22 x 11	242	7	Lower ground
Balcony	11x 4	44	3.5	Ground
Bar	7.5 x 2.5	18.75	3.5	Ground
Friends Room	12 x 6	75	3.5	Ground
Boardroom	8 x 6	48	3.5	First
Library	7 x 4	28	3.5	Second
Print Room	6.25 x 3	18.75	2.2	Third
Glass Room	6.25 x 3	18.75	2.2	Third
Map Room	2.75 x 3	8.25	2.2	Third

Lift access to all floors apart from the 3rd floor, which is accessible via a flight of stairs





Bar

The Bar area can be hired exclusively when hiring the Great Hall. Situated on the ground floor this space offers natural daylight and can open out to the Balcony – a mezzanine space that overlooks the Great Hall below – via a set of beautifully crafted bi-fold doors. It is a great addition to large events, either as a back-of-house area or to welcome guests for a cocktail reception along with the other interlinking spaces on the ground floor.

When available, this space is offered as a catering service area to clients hiring the smaller meeting rooms, who have pre-booked food and drink via the HC catering service. At the moment, this space is not available to hire independently.



Catering

Our in-house catering service offers an array of options from light breakfasts and working lunches to canapé receptions for up to 100 guests.

A varied list of Preferred Caterers can offer extended menu options from 3-course seated dinners and buffet or bowl food options to standing receptions with a more personalised twist.

External catering and corkage options are subject to additional fees and T&Cs.

See [Terms & Conditions](#)



Exclusive Hire Packages

Impress guests by welcoming them with a cocktail reception on the ground floor before proceeding to the Great Hall for your main event.

Exclusive hire packages from £4,900 + VAT include:

- Access from 12:00-00:00 including set-up/takedown
- Friends Room, Bar and Balcony area (until 21:00)
- The Great Hall & Balcony for the main event
- 5ft Round Tables & conference chairs
- Corkage Fee
- 2 x Licensed Door Security for approx. 6 hours each
- Option to contact one of the HC Preferred Caterers

External catering package from £5,400 + VAT (T&Cs apply).

Late licence and next day de-rig subject to additional fees.

Suitable for private and corporate events such as weddings, Bar Mitzvah celebrations, dinners and award ceremonies.





Dry Hire

Suitable for larger events such as fashion shows, brand activation and press events where a full day hire or multiple days are required along with additional spaces for back of house.

Great Hall & Balcony, one day dry hire from £3,900 (excl. VAT) with access from 08:00 to 23:00.

To receive a quote for multiple dates and additional rooms, contact our events team with a full brief.

See Nota Bene section and T&Cs for details on loading/unloading, parking, the noise monitor, structural loading capacities and production limitations.

See [Terms & Conditions](#)



Nota Bene

Decoration and Installation

Any decoration and installation must be agreed with the HC in the first instance and must not compromise the Venue's license and/or Health and Safety regulations.

A list of special effects or mechanical installations which are not permitted can be found in the HC T&Cs.

Nailing or sticking things to the walls is not permitted.

The walls of the Great Hall and the Friends Room are fitted with a hanging wire system for hanging paintings, photographs, etc. We can provide the self locking hooks and nylon strings, which take a max weight of 10kg each, with prior notice. The exhibits must be pre-prepared for hanging with either hooks or wires on the reverse.

Loading and Unloading

This is not permitted after 23:00 or before 08:00. There is no off-street parking or loading bays. Commercial vehicles can park on the single yellow line outside of the Hellenic Centre to load/unload so long as there is constant activity (No time restriction before 11:00 or after 18:30. Maximum 20 minutes between 11:00-18:30).

Deliveries should be made via the external metal staircase, leading from Paddington Street and through the fire exit entrance, to the lower ground floor. The main entrance can also be used.

There are five steps leading into the building. If extra time is required to load/unload, you can apply for a yellow line dispensation in advance by contacting Westminster City Council Parking and Dispensation Department on 020 7823 4567.

Power supply

In the Great Hall, there is regular power supply of 22 x 13 amp sockets, leading back to a 32 amp breaker.

There is also three-phase power leading from a power socket on the Balcony area.

This is ideal for installations rigged from the ceiling trusses which can take a substantial amount of weight, i.e., demountable lighting equipment etc. Use of the three-phase is not permitted for sound equipment.

Structural Loading capacities can be found in the [Terms & Conditions](#).

Licensing hours

Live music is only permitted until 22:30. Any equipment removed the same evening must be done so before 23:00.

Recorded music and the serving of alcohol is permitted until 23:00 unless a TEN has been served for later license with no objections.

Noise

The Great Hall is fitted with a sound monitor in accordance with the City of Westminster Environmental Health Service. DJ's/Bands must comply with noise levels and be positioned with good view of the sound limiter to avoid power cuts to the Great Hall. Please see T&Cs for more information.

Please note, the doors leading onto the Balcony area must close after 21:00 along with any windows in the Bar and the Friends Room. Loud music is not permitted in the Bar or Friends Room.

Rubbish Collection and Cleaning

The Venue must be left clean on departure. Extra charges may apply if the Venue is not left in an acceptable condition. The Hellenic Centre uses a private contractor for waste collection. Refuse collection can be arranged via the HC at a fee of £3.00 per rubbish bag.

All rubbish must be packed by the Client/Caterer. The Client/Caterer has the option to provide their own rubbish bags but must remove and dispose of their rubbish after the event.

Security

Depending on the nature of the event, there may be a requirement for door security. This is priced at £35 per hour + VAT, for a minimum of 5 hours for each security operative. The number of operatives will depend on the number of guests and the nature of the event, i.e. Party, Conference, etc.

Accessibility

Access to the building is via steps; a stair climber is available. Please advise us in advance to ensure we will be ready for your arrival.

More information on wheelchair access available on our [website](#).




See [Terms & Conditions](#)



Get in Touch

The Hellenic Centre
16-18 Paddington Street, Marylebone
London W1U 5AS

To make an inquiry, please contact:
bookings@helleniccentre.org
+ 44 (0)207 487 5060
www.helleniccentre.org

 [instagram.com/helleniccentre_w1](https://www.instagram.com/helleniccentre_w1)
 [facebook.com/TheHellenicCentreLondon](https://www.facebook.com/TheHellenicCentreLondon)
 [linkedin.com/company/thehelleniccentre](https://www.linkedin.com/company/thehelleniccentre)

Nearest tube stations:
Baker Street Tube Station 5 min walk
Marylebone Station 13 min walk
Bond Street Station 13 min walk
Warren Street Station 20 min walk
Paddington Station 25 min walk

Nearby attractions:
Wallace Collection 8 min walk
Madame Tussauds 5 min walk
Hyde Park 8 min walk
The Regent's Park 10 min walk
Marble Arch 15 min walk

Nearest car park:
Euro Car Parks
Marylebone Square, Aybrook
Street, London W1U 4FA

Contact HC office for car parking
discount code and booking
procedure

See [Visit Us](#) for more information

Venue Hire [Terms & Conditions](#)