



Southborough Town Council
Southborough Civic Centre

137 London Road, Southborough TN4 0NA

HIRE OUR VENUE



About our venue

The newly named Southborough Civic Centre is located in the heart of Southborough on London Road. It includes a new town square area for people to enjoy and a range of key community services, such as Southborough Library, St Andrew's Medical Centre and a new pharmacy. There will also be a number of retail units with new shops coming soon, though these are located within the Crest Housing Development adjacent to the Southborough Civic Centre, but also overlooking the town square.

Within the Southborough Civic Centre, there are four event spaces to hire. These include Unity Hall, a large hall/theatre space inc. kitchen/bar area, as well as community rooms: The Bounds Oak Community Room, The Lambersart Community Room and The Brickworks Community Room.



Market Square

The Market Square is located at the front of the Civic Centre and is a communal, open-air space.

This versatile space regularly holds events including, Christmas fairs, markets and could even be the start and finish point for a family fun run.

The space can hold up to 20 stalls and has the perfect location in the centre for a band or choir.



Unity Hall

Unity Hall is the heart of the Civic Centre. Seating up to 320, this hall is available for one off hires or extended theatre productions. We offer a state-of-the-art sound and lighting system which fills the room.

We have a 20-piece stage that is great for live performances.

With the added extra of a fully equipped kitchen leading into the hall, hirers can also bring in their own caterers to offer food and beverages.

Our team can set up the space however the hirer wishes and is perfect for theatre productions, dance shows or classes, conferences or meetings and indoor markets.



Boundsoak

This is our largest meeting room on the first floor, seating up to 60 people theatre style. There is sufficient floor space for up to 70 people standing with high ceilings, large windows and central heating.

Perfect for fitness classes, choir rehearsals or small award ceremonies.

All of our rooms are fully accessible from ground level with accessible facilities on all floors.



Lambersart

With space for up to 36 people standing, Lambersart is available for meetings, small workout classes, baby sensory groups and more!

This room is within close proximity to the disabled access and toilets and has central heating.

All rooms have access to the internet.



Brickworks

With space for up to 27 people standing, Brickworks is available for meetings and small AMGs, small workout classes and much more!

All rooms have access to its own disabled toilet.



Price List

Southborough Civic Centre Charges 2021/22		
Telephone Direct On 01892 520 770	Hire for Commercial Minimum 2 Hour Hire	Highrooms and Southborough Non Commercial Minimum 2 Hour Hire
Main Hall (capacity 320)		
Unity Hall Monday - Thursday 09:00 - 22:00	£35.00	£28.00
Unity Hall Friday 09:00 - 17:00	£35.00	£28.00
Unity Hall Friday 17:00 - 23:00 and Saturday all day	£60.00	£48.00
Exclusive use of kitchen Area Per Hire	£60.00	£48.00
Clean up of hall	£100.00	£100.00
Main Hall Extras		
Use of Stage Per Hire	£10.00	£10.00
Use of Stage Lighting Per Hire	£10.00	£10.00
Use of Sound System Per Hire	£5.00	£5.00
Meeting Rooms		
Boundsoak (capacity 70)	£25.00	£20.00
Lambersart (capacity 36)	£12.00	£9.60
Brickworks (capacity 25)	£10.00	£8.00
Room Set up		
Facilities Set Up Main Hall	£20.00 Per Hr	£15.00 Per Hr
Facilities Set Up Meeting Rooms	£10.00 Per Hr	£8.00 Per Hr
Whole Centre		
Exclusive use of whole centre (Full Day)	Enquire At The Centre	
Other Options Available		
Flip Chart With Pens Hire per session	£7.00	
White Board With Pens Hire per session	£4.00	
Projector	£8.00	
Other Services Available		
Promoting Event (Digital Foyer Display)	£10.00 Per week coming soon	
Tea/Coffee Facilities	£20.00	
We Aim To Provide A Full Service If You Do Not See What You Require		
Please Contact Our Team of Dedicated Staff For Assistance		
All prices are subject to VAT at 20%		
Payment Information		
Please see the full terms and conditions for payment information and refund policy		