

# OFFICE SPACE FOR HIRE AT THE LYRIC THEATRE HAMMERSMITH INFORMATION PACK



Image: Jim Stephenson

# INTRODUCTION

The Lyric Hammersmith Theatre building is a busy hub of creativity in the centre of Hammersmith. Not only does it contain the Lyric artistic, production, commercial, administration and young people teams, it is also home to other organisations who work in the creative industries, including our partner organisations, including Dance West, New English Ballet Theatre and Triborough Music Hub and other organisations working in casting and film.

We would like to invite like-minded organisations who are looking for a new home in the heart of Hammersmith to join our community.



Image: DMLK



Image: Manuel Harlan

## ABOUT THE LYRIC

The Lyric Hammersmith Theatre is one of the UK's leading producing theatres; creating world class theatre from the heart of Hammersmith, the theatre's home for more than a hundred and twenty years.

The Lyric has been responsible for creating some of the UK's most adventurous and acclaimed theatrical work. Past productions include the first productions of Harold Pinter's *The Birthday Party* (1958) and Michael Frayn's *Noises Off* (1982), the Olivier award-winning revival of Sarah Kane's *Blasted* (2009) and the triumphant *Bugsy Malone* (2015).

The Lyric is a registered charity and a company limited by guarantee. As such, we are overseen by a non-executive Board of Directors which is chaired by Lorraine Heggessy. The Board delegate day-to-day management of the theatre to its Executive Team: Rachel O'Riordan (Artistic Director and Joint CEO) and Amy Belson (Executive Director, Joint CEO and Company Secretary). We have a talented and dedicated team of around 50 permanent staff, and employ numerous freelance artists, practitioners and casual staff.

# THE SPACES

The Lyric Theatre is home to a number of office spaces which are available to rent to businesses and organisations. Our office spaces can accommodate a range of occupant sizes from single desk to seven desk use. Office occupants are free to utilise the abundance of common use spaces within The Lyric from our foyers, the Lyric Bar, and our Roof Garden which can all be used for impromptu meetings or for breakout sessions.

As well as office space our occupants have the opportunity to make use of the additional facilities within The Lyric including meeting rooms and our in house cinema which is perfect for larger presentations. The Lyric is also equipped with music practice rooms, rehearsal rooms, studio theatre, dance studio, recording suite and a film and TV recording studio. All of these spaces are available to our office occupants at a reduced rate.



Image: DMLK

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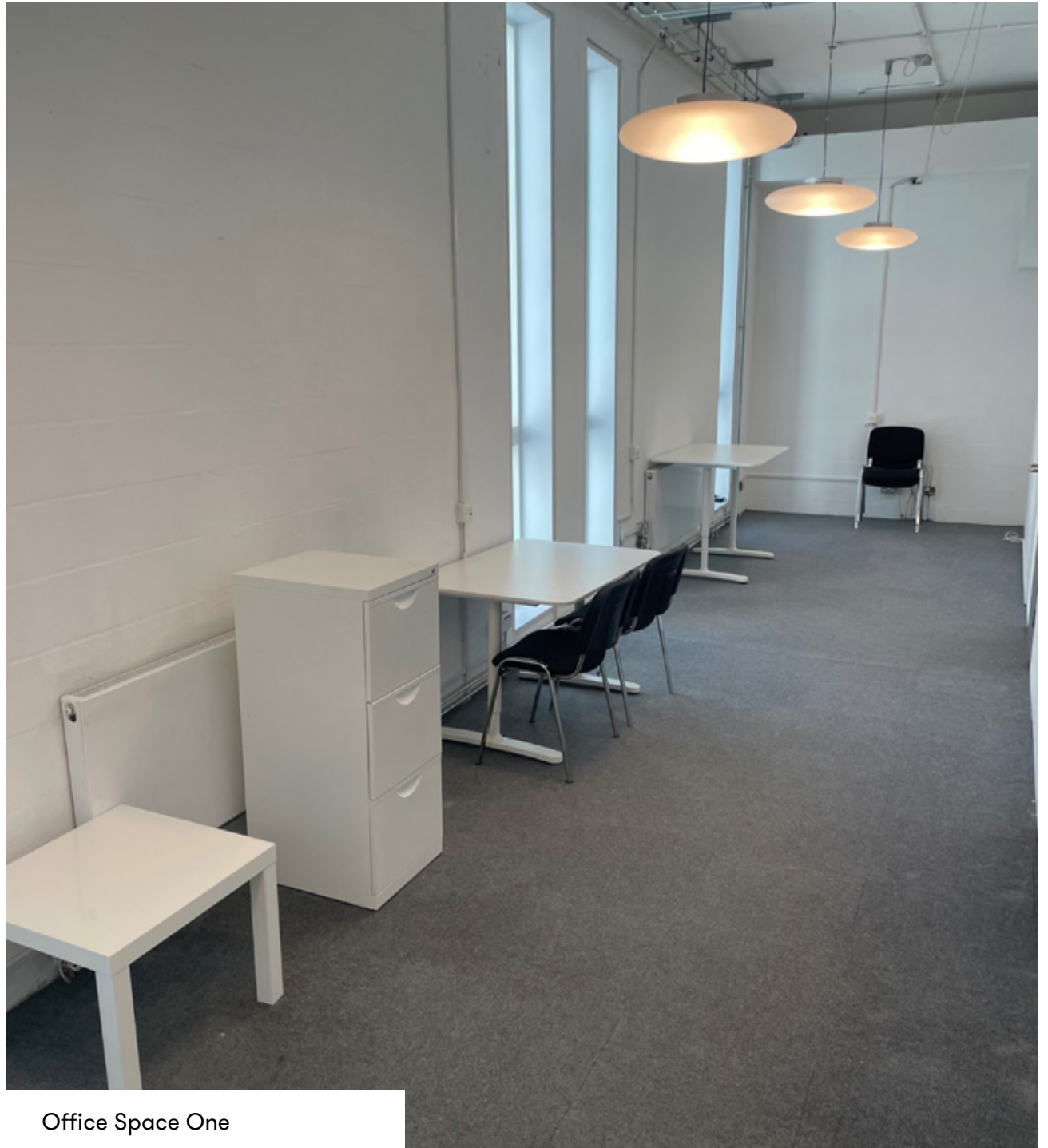
Rents includes all power, water, basic cleaning, waste disposal and business rates.

All spaces are offered unfurnished, however some furniture may be available upon request.

# THE OFFICES



Office Space Two



Office Space One

# FACILITIES



Image: DMLK

## KITCHEN

Several of our spaces have access to shared kitchenettes which are fitted with cupboard spaces, a fridge and hot and cold water.

## INTERNET AND TELEPHONES

All of our public spaces have access to Wi-Fi which is available to all building users. We can also assist occupants to facilitate the installation of dedicated internet and phone lines.

## ACCESS

The Lyric is fully equipped with lifts to all levels of the building with the majority of our spaces having step free access from street level.

## BUILDING OPERATING TIMES

The building is open from 8.30am Monday to Saturday (excluding bank holidays) and closes between 10.00pm and midnight depending on program of events.

Access outside of these times can be arranged in advance for ad hoc needs.

## RECEPTION AND POST HANDING

Our Box Office team are the first point of contact for everyone entering the building, including guests of our tenants and tenants will be notified of their arrival.

Incoming mail for office occupants can also be collected from the Box Office team. Larger deliveries can be addressed for the care of the Box Office team and occupants will be notified upon their arrival.

## TOILET FACILITIES

The Lyric has several options in regards to toilet facilities available including all-gender, gender specific and privately accessible toilets as well as baby change facilities and accessible toilets.

## CATERING & HOSPITALITY

We are very lucky to have both an on-site bar & restaurant. The Lyric Bar is run by our in-house teams and provides an excellent service to all patrons at the venue. Alongside our in-house catering provided by our bar teams we are able to accommodate a wide range of catering needs for meetings and functions, as well as sit in and grab and go food and drink.

The Lyric Bar is open to all building users and can also be a great space for meetings with a discount on food and drink for all of our occupants and their staff.

## WASTE

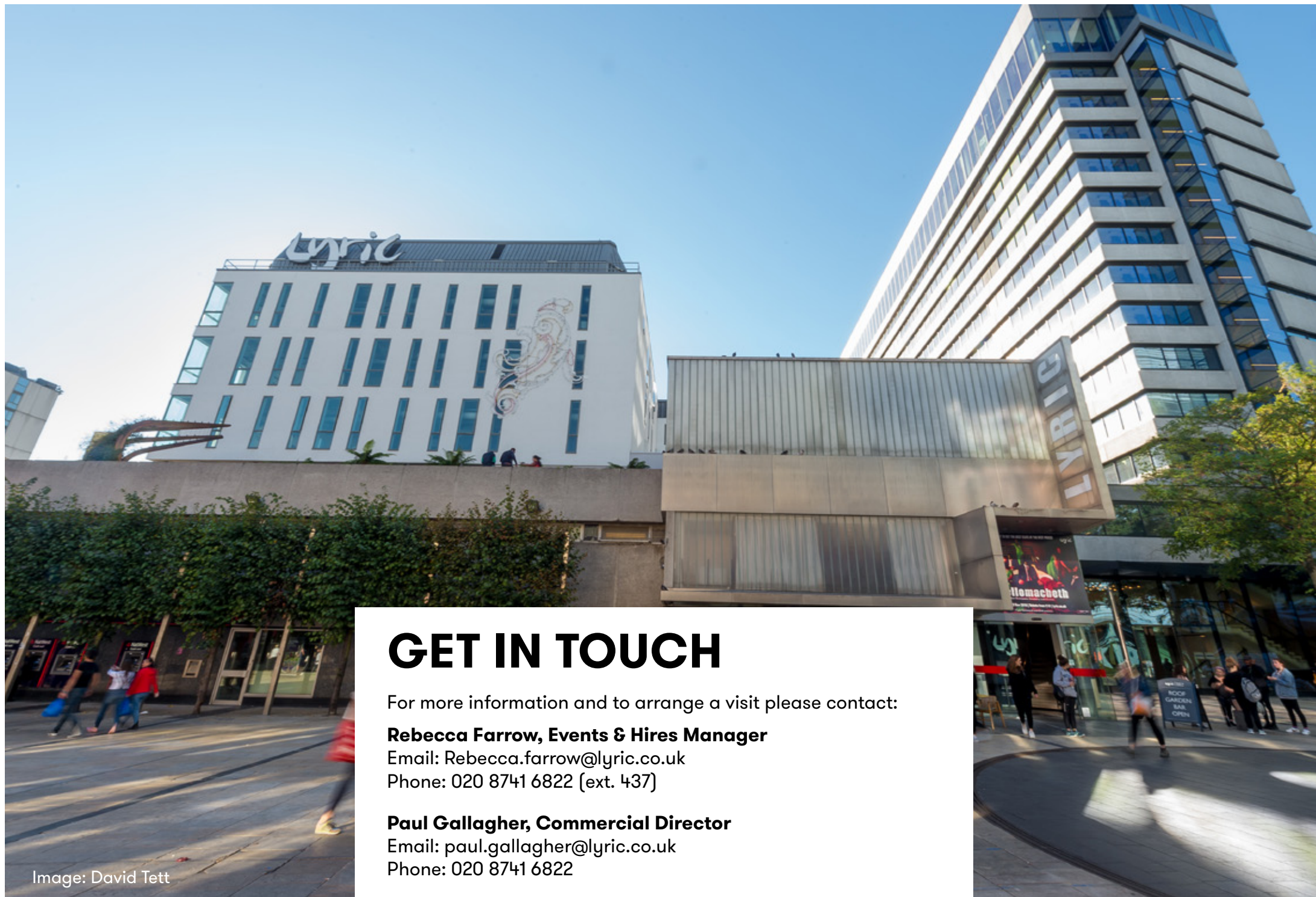
The Lyric is fully committed to reducing its impact on the environment and we include “environmentally friendly” within our mission and a key business aim is to continue to reduce the theatre’s long term impact on the environment by becoming a model of best practice for other cultural organisations nationally. Our building is highly energy efficient with all waste in the building being recycled.

# TRANSPORT

The Lyric Theatre is ideally located in close proximity (200 yards) to all of Hammersmith's Underground Stations (District, Piccadilly, Circle and Hammersmith and City) and the Broadway Bus Station. Both the Bus and Tube Stations have level access along the route and are wheelchair accessible.

The nearest disabled parking spaces to the Lyric are in the King's Mall shopping centre car park on Level 6 and 7. Leave the carpark by the Beadon Road exit and turn right, Lyric Square is a short walk from there.





## GET IN TOUCH

For more information and to arrange a visit please contact:

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Image: David Tett