

The background of the image is a photograph of an interior space. On the left, a textured, brownish-grey wall is visible. A single, warm-toned, dome-shaped pendant lamp hangs from the ceiling, casting a soft glow. To the right, a dark metal grate with a repeating square pattern is visible, partially obscuring a wooden surface. The text is overlaid on the wall area.

BATTERSEA ARTS CENTRE EVENT PARTNER TENDERING GUIDE

2025-2028

ABOUT US

Battersea Arts Centre is a Home for the Extraordinary.

We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.

In November 2024 we celebrated our 50th anniversary along with the many extraordinary people who help us to inspire positive change for both individuals and their communities.

Our commitment to being A Home for Extraordinary Artists, Young People and Communities is stronger than ever. We are continuing to work with ground-breaking artists across the globe to present innovative, exciting and socially engaged work.

We offer more than just a venue for events; we provide a unique and inspiring space where creativity thrives. Nestled in the heart of Battersea, our historic building is not only a stunning backdrop for any occasion but also a hub of artistic innovation and community engagement.

We offer versatile spaces for weddings, gala dinners, corporate and private parties or film shoots. By applying to be one of our Event partners you are becoming a part of a vibrant creative community that supports groundbreaking theatre productions and vital community programs.

OUR PARTNERS

BAC has consistently operated an Event Partner. At BAC we aim to work with a variety of high quality suppliers and event partners to create and assist with delivering our events across multiple spaces within the building. We are looking for suppliers with a dedication to provide excellent service, a passion for working closely with the clients and a flair for celebrating the individuality of both BAC and their own company. We are particularly interested in connecting with local suppliers, and companies that have a commitment to diversity, inclusion and sustainability.

This document provides guidance on the tender process commencing in 2025

Our Event Partner List is open for the following services:

Catering and Bar
Production
Decor, Design and Furnishing
Florists
Entertainment Agencies

For other event services we work on a recommendation list - to apply to be part of this list please [apply here](#).



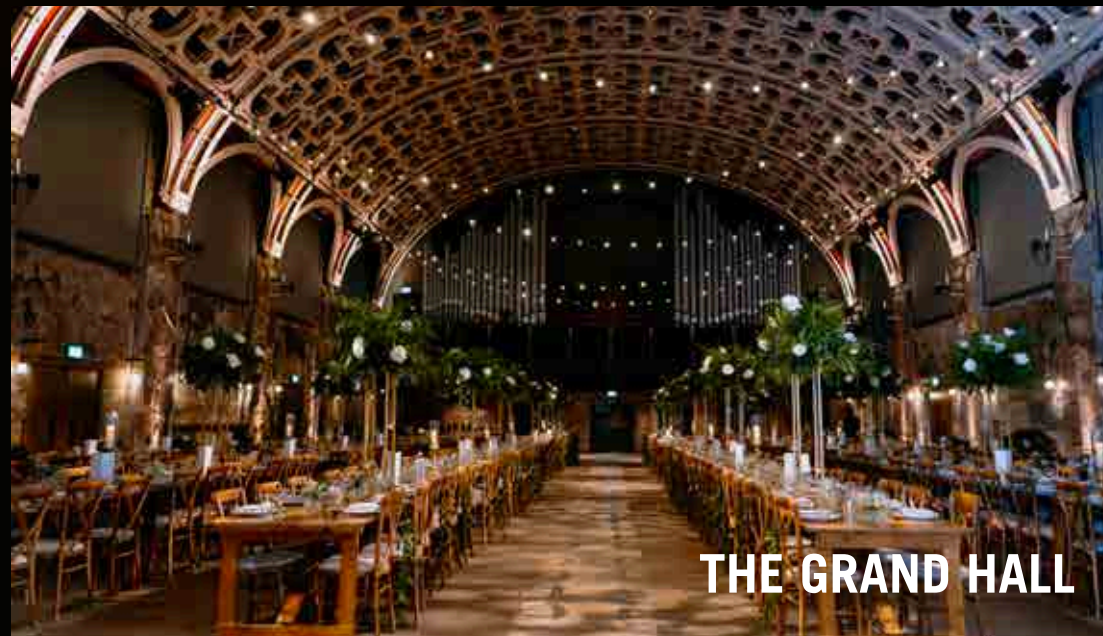
The image shows a vast, ornate interior space, likely a museum or a grand hall. The most striking feature is the large, octagonal dome ceiling, which is covered in intricate stained glass with a grid pattern and various colorful designs. Below the dome, the walls are white and feature a series of large, arched openings supported by dark columns. The arches are decorated with gold leaf patterns. In the center, a statue of a figure is visible on a pedestal. The overall atmosphere is one of historical grandeur and architectural beauty.

**“HELPFUL STAFF AND A STUNNING VENUE COMBINE
TO MAKE THIS THE PERFECT PLACE FOR YOUR EVENT”**

OUR SPACES



THE OCTAGONAL HALL



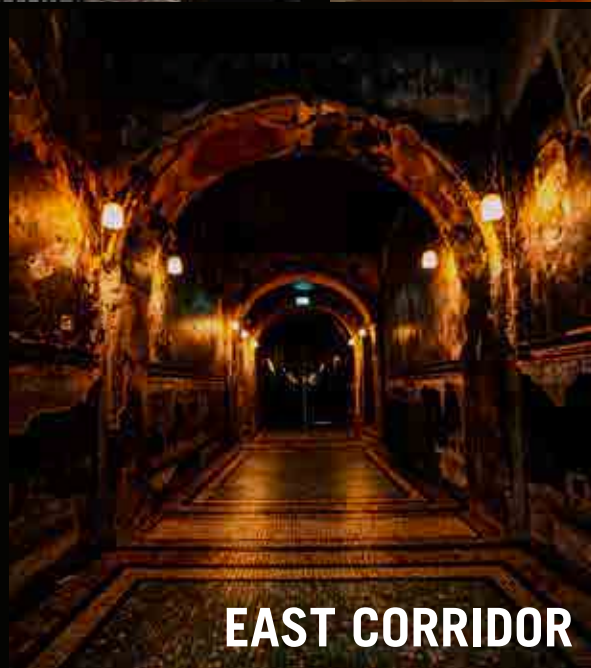
THE GRAND HALL



GRAND HALL BAR



DRESSING ROOMS



EAST CORRIDOR



THE GRAND HALL ENTRANCE

OUR SPACES

The Grand Hall is our primary event space at BAC. It consists of The Octagonal Hall, Grand Hall Bar, Grand Hall, East and West Corridors and dressing rooms.

The Grand Hall is a private suite of interconnecting spaces. The Grand Hall West corridor, Atrium and Kitchen are used as back of house spaces. With load in and load out coming from the main entrance on our private Town Hall Road.

Guests enter through an exclusive event entrance from our private road - Town Hall Road.

The Octagonal Hall and Bar provide a perfect reception space before guests are welcomed into the Grand Hall.

We are fully licensed for legal wedding ceremonies

Capacity:

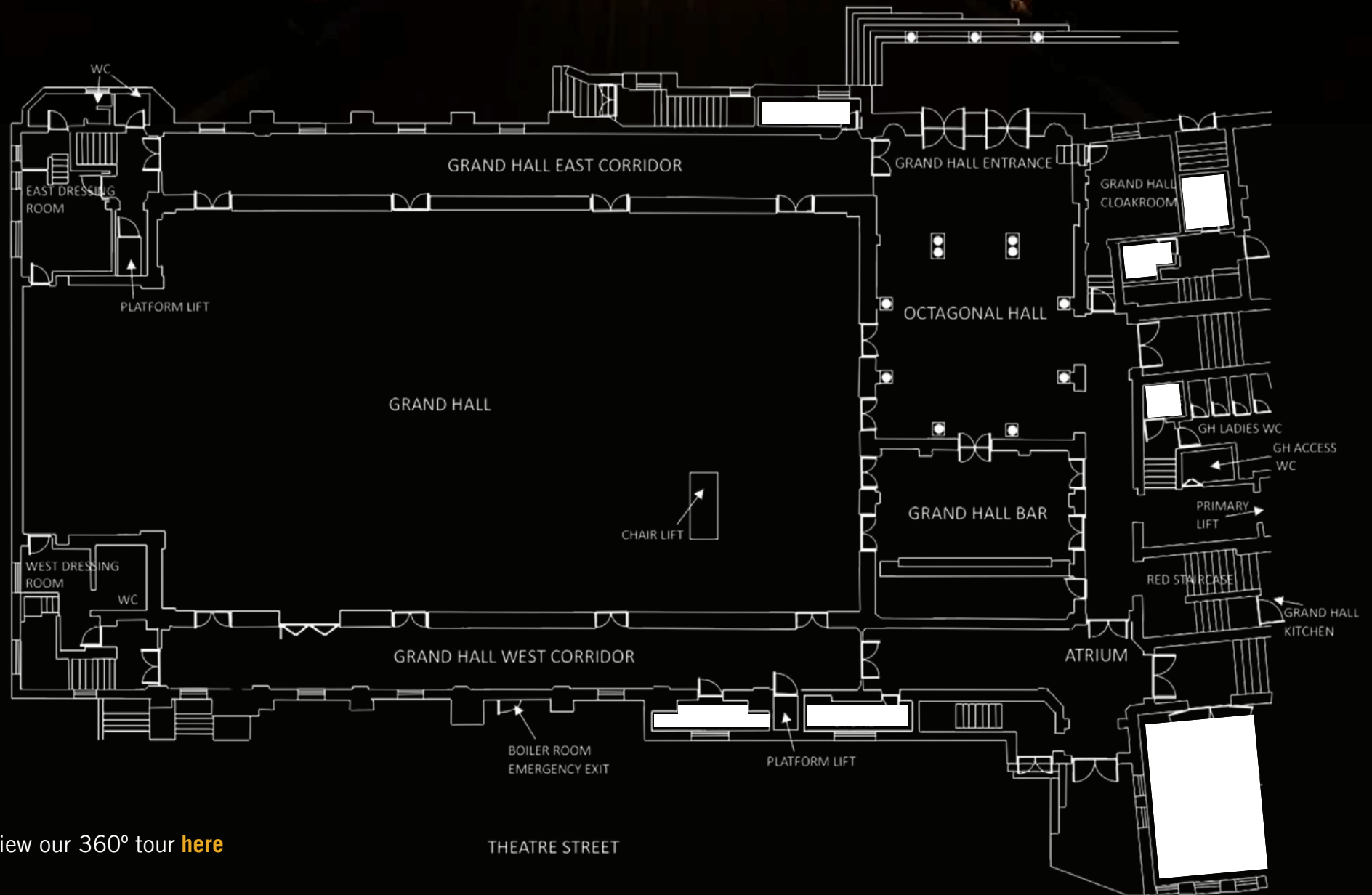
Standing - 800

Seated dining - 350



OUR SPACES

TOWN HALL ROAD



View our 360° tour [here](#)

TENDERING PROCESS

Suppliers will apply through a tender process to be selected as a BAC Event Partner. The application consists of two phases.

Phase 1: Online application; A question form, documentation and an example event proposal.

Phase 2: Interviews, site visits, tastings and presentations (as applicable)

If successful a Supplier Agreement will set out BACs specific rules and regulations, operational criteria, applicable fees, insurance and health & safety requirements and all other details to ensure a smooth and successful arrangement between the venue, supplier and client.

BAC's Event Partners will also:

- Respect and Maintain the Integrity of the Venue
- Ensure the space is treated with care and professionalism at all times.
- Deliver Outstanding Customer Service and Performance
- Strive for excellence in every interaction and engagement.
- Support a Diverse Range of Clients and Needs
- Be flexible and inclusive in catering to varying budgets and event objectives.
- Comply with All Venue Rules and Regulations
- Operate within BAC's established policies to ensure smooth and safe operations.
- Collaborate to Champion BAC's Vision and Values
- Work in partnership to promote BAC and contribute positively to its community and reputation.

**“BAC WERE REALLY ORGANISED, FLEXIBLE,
RESPONSIVE THROUGHOUT THE WHOLE
PROCESS...”**

OUR PARTNERSHIP

As a BAC Event Partner you are an extension of our ethos as an arts venue creating extraordinary events.
Event Partners will:

- Agree to pay 10% comission fee on the total final invoice
- Refrain from inflating client fees at the venue
- Provide copies of client invoices on request
- Bring at least one client a year to the venue
- Adhere to all venue rules and regulations as set out in the agreement
- Include BAC and the Grand Hall on their website, social media and newsletters
- Provide proffessional photo assests of suppliers work inside the venue

And as one of BAC's Event Partners you receive the following benefits:

- Direct client promotion on site visits by the BAC Event team.
- Informed and enthustatic direct client introductions both pre and post venue contract
 - Exclusion from fees such as a buyouts
 - Receive preferred rates on House Furntiure
 - Regular features on Social Media and Newsletter
- Dedicated page on the BAC Events and Wedding websites.

TENDER TIMELINE

- **30 June '25** Applications for all Event Partners open
- **30 September '25** Applications for all Event Partners close
BAC Team evaluate
- **30 October '25** Shortlist finalised - response letters and invitations sent
Shortlist requests - we'll contact you for any additional information needed
Interviews, site visits and tastings (as needed)
- **10 November '25** Successful Event Partners notified
Event Partner agreements signed and joint marketing plan agreed
- **November '25** New Event Partner list published
- **2026 & Ongoing** Review meetings with Event Partners

CLICK THE LINK BELOW TO APPLY NOW

APPLY NOW



✉ **EVENTS@BAC.ORG.UK**

☎ **020 7326 8250**

📷 **@EVENTSATBAC**

🌐 **BAC.ORG.UK/VENUE-HIRE**

👤 **EVIE JONES, EVENT SALES MANAGER**