



# Events Partnership with Forty Hall Estate



Forty Hall, a Grade 1 Listed Jacobean Manor House, stands as a timeless emblem of history and elegance in the heart of Enfield. Surrounded by lush gardens, historic parkland, and the serene flow of a meandering river, this exquisite venue offers a captivating setting for weddings and events. With its rich history, Forty Hall provides a unique backdrop that blends heritage with natural beauty.

As a venue, Forty Hall is not just a backdrop for events—it's a destination where history comes alive. Visitors are drawn to the Hall's fine architecture, stunning period rooms, and engaging exhibitions that showcase the life of its original owner, Sir Nicholas Rainton. The estate's expansive grounds provide a rare opportunity to host large-scale events that require bespoke, high-quality structures that complement the venue's historical charm.

We are inviting expressions of interest from exceptional event companies to form a strategic partnership with Forty Hall — a historic and prestigious venue known for hosting weddings, private celebrations, and corporate events with style and sophistication.

This collaboration presents a compelling commercial opportunity to align your brand with a destination that attracts discerning clients seeking a seamless blend of heritage, elegance, and innovation. We are looking for a partner who can curate and deliver exceptional on-site events, offering creative and refined solutions that elevate every occasion.



Your expertise will play a pivotal role in crafting unforgettable experiences that reflect the unique character of Forty Hall. Together, we can ensure that each event is as distinctive and captivating as the venue itself.

Join us in this exciting venture, and be a part of delivering exceptional events in one of London's most iconic and picturesque settings.

*For more information, please contact: [forty.hall@enfield.gov.uk](mailto:forty.hall@enfield.gov.uk)*





# The Spaces

## 1. Outer Courtyard:

- Size: Approx. 30x25 meters
- Capacity: Open to capacity recommendations
- Description: This space is ideal for a variety of events, offering a versatile area that can be adapted for both formal and informal gatherings.

## 2. Back Lawn:

- Size: Approx. 45x37 meters
- Capacity: Suitable for 200-300 people standing or 200 people seated.
- Description: The expansive Back Lawn provides a picturesque setting for larger events, with ample space for creative layouts and configurations.

## 3. Walled Garden:

- Size: Approx. 45x37 meters
- Capacity: Suitable for 100- 150 people standing or 100 people seated.
- Description: Award winning picturesque setting for wedding ceremonies and drinks receptions with ample space for creative layouts and configurations.

## 4. Long Gallery – Inside Forty Hall

- Size: Approx. 45x37 meters
- Capacity: Suitable for 120 -150 people standing or 100 people seated.
- Description: impressive space boasting brick walls, high windows and ceiling beams – giving a quirky and country feel, with ample space for creative layouts and configurations.

External Temporary Structure and Event Duration: Temporary structures could be used on site and may potentially remain in place for up to 28 days at a time, allowing for the organisation of multiple events within this period.

Security and Public Access: Since the space is open to the public, adequate security measures must be in place to protect the structure and equipment between events. Alternatively, the structure may need to be taken down and furniture removed between events.

Comprehensive risk assessments will be required to address the security and safety of the space, considering its public accessibility and the potential for extended use of the structure.

- Testimonials or references from previous clients and venue partners.
- Relevant case studies showcasing successful delivery of comparable events.

Viewings of the space are by appointment only and will be held on 16th, 18th & 19th June

2025. To book an appointment please contact [forty.hall@enfield.gov](mailto:forty.hall@enfield.gov)





# Response Guidelines

Offers will be assessed based upon the information provided, and weighed against the below criteria:

Financial confidence and stability will be assessed prior to full assessment, if this isn't satisfactory the application will not progress further. A shortlist will be established based upon price (55%) and quality (45%), and the responses received.

Price has a weighting of 55% and will be assessed against commercial offering which includes a guaranteed license fee (30%) and also a % of turnover (25%).

45% of scoring is assessed on Quality, including sustainability and ethical, suitability of provision, operational planning and technical

Award is subject to satisfactory vetting and references. Enfield Council reserves the right not to award should no appropriate applicant apply.

# Response Guidelines

## Responses submission and deadline

Prospective Partners should submit responses for all available spaces, the Outer Courtyard, the Back Lawn, the Walled Garden and Long Gallery.

Prospective partners are invited to complete sections 7 and 8 of the Invitation to Quote document and should be submitted the London Tenders Portal. Section 8 is for a written response to be provided for the following quality evaluation criteria:

### 1. Quality and Creativity of Event Delivery (Max 2000 words)– 15%

- Proposed Solutions: Detailed descriptions of different marquee and tipi styles available, including sizes, materials and customisation options. Options for interior décor, lighting, flooring and other enhancements to suit various types of events. Please include proposed security measures for in between events, or if you've costed to take down the structure in between events. Please include details of mobile catering provision along with catering packages suitable for weddings, private events and corporate conferencing. The provision of a bar for events is currently not a requirement within this submission. Access to a mobile bar and a bar within Hall is available and can be negotiated with Forty Hall Estate Management
- Proposed vision for enhancing the guest experience at Forty Hall
- Demonstrated experience in planning and delivering high-end weddings, private parties, and corporate events.
- Innovation in event concepts, styling, and guest engagement
- Ability to tailor events to the unique heritage and character of Forty Hall.
- Use of sustainable and ethical practices in event delivery (where applicable)
- Required notice and activation time (e.g. what notice is required for last minute bookings?). Estimated timelines for installation, duration of the setup, and dismantling after events. Procedures for addressing unexpected challenges, such as weather conditions or last-minute change
- Technical Specifications: Engineering specifications and certifications ensuring that structures and equipment meet safety and regulatory standards. Timeline, process and logistics for setting up and taking down marquees and tipis, including impact on the estate and surrounding areas. Details on how health and safety will be managed, including risk assessments, fire safety measures, compliance with relevant regulations, including existing site-specific heritage related restrictions

### 2. Brand Alignment and Vision (Max 500 words)– 10%

- Clear understanding of Forty Hall's identity, values, and audience
- Alignment of the bidder's brand with the venue's ethos of elegance, heritage, and luxury

### 3. Operational Capability and Team Expertise (Max 500 words)– 10%

- Qualifications and experience of key personnel
- Operational plan detailing staffing, logistics, and supplier management
- Proven track record in managing events at heritage or exclusive venues

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- Operational Planning: Your approach to managing the contract, including key personnel, communication, protocols

#### **4. Commercial Proposal (Max 1000 words) – 10%**

- Revenue generation model
- Detailed pricing breakdown of event packages available for different event types and clients, including all associated costs (Structures e.g. marquee or tipi, delivery, setup, maintenance, and dismantling)
- Pricing competitiveness and value for money
- Commitment to long-term partnership growth and financial sustainability

#### **5. Client References and Case Studies**

- Contact information and letters of recommendation from previous clients, particularly those with similar requirements.

**Additional Documentation:** Details of insurance policies that cover your operations, including public liability, professional indemnity, and any other relevant coverage.