FORTY HALL ESTATE

Forty Hall Hire Information Pack

Conferences and Meetings

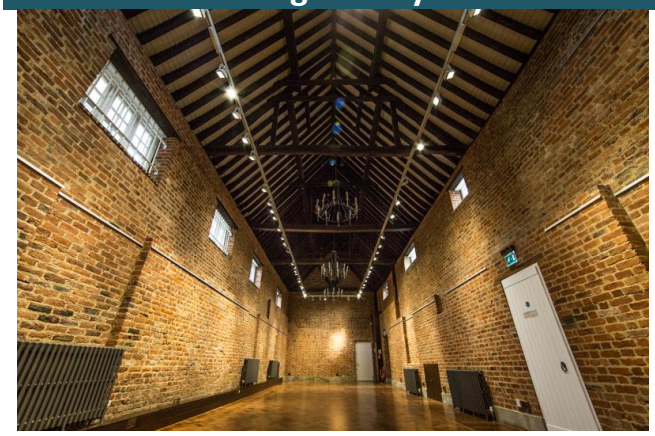
Forty Hall Estate is an iconic and impressive venue. Built in 1632 for former Lord Mayor of London, Sir Nicholas Rainton, the Hall is steeped in history and located in an exquisite landscape in the north of Enfield.

The Hall offers a range of flexible spaces for away days, boardroom meetings, meetings, conferences, training sessions, workshops, business networking events, and more

For further information about hiring Forty Hall, to check availability or to arrange a site visit contact the Forty Hall hire team at fortyhire@enfield.gov.uk
or call 0208 887 7333

Rooms to Hire

Long Gallery



The Long Gallery is an unusual space boasting brick walls, high windows and ceiling beams – giving a quirky and country feel to the room. With ample lighting the space is ideal for large presentations, workshops and large meetings.

Inner Courtyard

Located on the ground floor of the Hall the Inner Courtyard and Long Gallery are perfect for larger meetings & conferences.
With white walls, interior windows, glass doors and a modern glass roof allowing in plentiful natural daylight the Inner Courtyard is a delightful space for buffet lunches and coffee breaks.

Viccary Room

The Viccary Room is located on the top floor of Forty Hall and offers fantastic views out on to the estate, across the ornamental lake and of the Cedar of Lebanon Tree. The room is a popular choice for small meetings and presentations, in addition to workshops.

Walters Room

Located on the top floor of Forty Hall and named after a servant cited in Sir Nicholas Rainton's will. The room offers wonderful views across the estate and is perfect for meetings, seminars, one-to-one sessions, small buffet lunches and small gatherings. .

Garden Room

The Garden Room is located on the ground floor of the Hall. Great views across the garden at Forty Hall, and is bookable as a breakout room in addition to conference bookings in the Long Gallery and Inner Courtyard.

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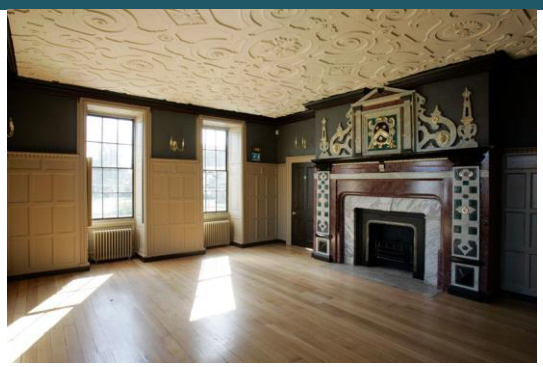
Great Hall



Located on the ground floor of the Hall, the Great Hall is one of the most opulent and highly decorated of the rooms boasting an exquisite fireplace as its focal point. This period room is perfect for small meetings, small presentations and one-to one sessions.

Parlour

The Parlour with rich wooden panelling, Jacobean-style ceilings and large bay windows and is bookable as a breakout room in addition to conference bookings in the Long Gallery and Inner Courtyard.

Prices & Capacities

ROOM	THEATRE	BOARDROOM	HORSESHOE	CABARET	PRICE
Long Gallery & Inner Courtyard	100 (with aisle)	60	50	90	**£45 p/h**
Viccary Room	N/A	12	N/A	N/A	**£30 p/h**
Walters Room	N/A	14	N/A	N/A	**£30 p/h**
Garden Room	N/A	12	N/A	N/A	**£30 p/h**
Great Hall	30	10	N/A	N/A	**£40 p/h**
Parlour	N/A	10	N/A	N/A	**£40 p/h**

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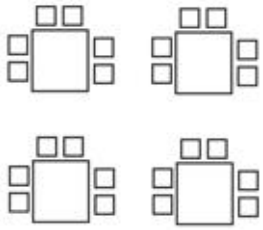
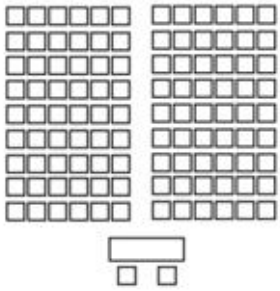
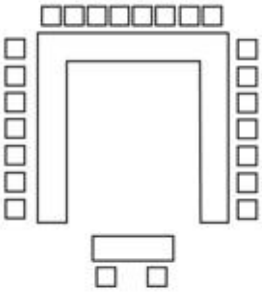
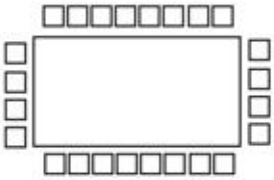
Layouts

CABARET	THEATRE	HORSESHOE	BOARDROOM
Groups of tables with chairs. This layout is suitable for a wide variety of events. Round tables are used in the theatre space.	Rows of chairs. This is suitable for conferences and awards events that have large amounts of people.	This layout is suitable for medium sized meetings and presentations. This layout can be with or without tables. Please specify on the booking form	Square table with chairs around the outside. This layout is suitable for smaller meetings and discussions.
			

Additional Facilities

(VAT will be added except for LBE Customers)

Conference Audio Visual Package: TV monitor or projector or screen	**£120.00 per day or £70.00 half day**
Handheld microphone	**£50.00 per day or £30.00 half day**
Speaker/music docking station	**£35.00**
Flipchart Pad & Pen	**£22.00**
Photocopying A4 Black & White	**20p per sheet**
Photocopying A4 Colour	**25p per sheet**
Photocopying A3 Black & White	**30p per sheet**
Photocopying A3 Colour	**35p per sheet**
MFD Available to Council Staff. Free Wi-Fi offered	

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Refreshments (VAT will be added except for LBE Customers)

Tea & Coffee per head	**£1.65**
Biscuits per head	**80p**
Still Mineral Water per 1.5 litre bottle	**£2.55**
Sparkling Mineral Water per 75cl bottle	**£2.50**
Orange/Apple Juice per 1 litre carton	**£2.60**

Conference Catering

(VAT will be added except for LBE Customers)

Our menus are available to order for your conferences and meetings. External caterers are only allowed for specialist foods and specialist dietary requirements that cannot be provided by our caterers. Specialist caterers will only be considered if the appropriate Food Hygiene Certificate is provided and fulfilled**.**

Standard MENU 1

A selection of seasonal Sandwiches/wraps made on white and brown bread and Fresh Fruit Platter

£6.50 per person

Standard MENU 2

A selection of seasonal Sandwiches/wraps made on white and brown bread, 4 finger foods with meat, fish and vegetarian options & Fresh Fruit Platter.

£9.20 per person

Standard MENU 3

A selection of seasonal Sandwiches/wraps made on white and brown bread, 7 finger foods with meat, fish and vegetarian options with seasonal salads & Fresh Fruit Platter.

£12.20 per person

Aadditional menus are available for orders for 40 people or more and alcohol is available on request. Please ask a member of staff for details.

General Information

BY BUS

191 or W10 to roundabout at Middleton Avenue and then 10 minute walk up Forty Hill.

BY TRAIN

From North - Turkey Street and 20 minute walk. From Central London - Enfield Town, Enfield Chase or Southbury and 191 bus to Forty Hill.

BY TUBE

Oakwood (Piccadilly Line) then buses 307 or 121 to Enfield Town Windmill Hill, then 191 to Forty Hill

See journeyplanner.tfl.gov.uk for more details.

PARKING

Free on site parking. Disabled bays located in the main car park.

Next Step

If you would like to hold your Wedding at Forty Hall, or arrange a viewing, please contact the Sales Team on 020 888 77334 or send an email to forty.hire@enfield.gov.uk

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Terms and Conditions

1. Please note that your booking may be cancelled if we do not receive your 50% deposit; you will be invoiced when we receive your complete booking form and confirmation email has been sent. You may also pay this with card over the phone. **This is non-refundable.**
2. The remainder of your booking will be invoiced post-event and payment is due within 30 days of the invoice date.
3. If your booking is cancelled within 14 days of the hire full payment will be required.
4. Full payment for bookings made with less than 14 days of notice will be required on confirmation of booking.
5. Late payment may result in the hirer being charged an administration fee of £25.00 plus 5% of the invoiced amount for each day that the payment is overdue.
6. Time booked must include any setting-up and packing/clearing away time.
7. The hirer must vacate the room at the end time shown on the booking form. You will be fined the hourly rate or part thereof, if without pre-written agreement, your party or suppliers stay in our premises after your booked departure time. This fine will be levy from your deposit or you will be invoiced.
8. There is a minimum charge of 3 hour all times with the exception of wedding photoshoots which are 2 hours minimum.
9. Please note your hire is not exclusive - please talk to a member of staff if you wish to hire Forty Hall exclusively.
10. The hirer may not sub-let the hall/s and is responsible for ensuring that the activities carried-out are lawful with the right certifications (if needed).

11. Any repairs required as a result of damage to the premises and/or equipment caused by the hire/guests/suppliers will be payable by the hirer.
12. The hirer is duty-bound to not endanger building, occupants, deteriorate the premises and its contents. Any damage caused by the users to the fabric or furniture of the building, and any breakages, must be paid-for in full.
13. If any damages are accrued during the event the hirer is obligated to inform the Duty Manager of any such damage as soon as practicable and not later than by the end of their hiring slot time. The cost/compensation of such damage shall be certified by the Duty Manager whose decision shall be final.
14. *Forty Hall* accepts no responsibility for the personal security of occupants, or for any loss or damage to occupant's personal property either within the building or the grounds.
15. The hirer and their suppliers are responsible to take-away waste created by their event and shall not endanger access/egress to our building by placing overflowing waste bags in their vicinities. The hirer and their suppliers must take-away any waste/waste bag and will be charged a disposal fee if any waste/bags remain at Forty Hall Estate after the hire.
16. The hirer is not permitted to remove any item of furniture or equipment belonging to Forty Hall from the site.
17. Any furniture or equipment belonging to the hirer or their suppliers must be removed at the end of the hire. Storage is not available at Forty Hall Estate and any items left by the hirer, their guests or suppliers will be disposed of and the hirer may be charged a disposal fee.

18. The hirer is required to comply with all current health & safety regulations and policies of the premises, including fire evacuation procedures.
19. The hirer is required to know how many people are in attendance and provide a role call if necessary.

20. Please provide fresh or dried flower petals only for your guests if you would like to arrange a confetti photo which can be taken outside. A charge for cleaning will be made if non- bio gradable confetti is used by the hirer or their guests.
21. Smoking is not permitted within Forty Hall, however you may smoke in the grounds.
22. The management reserve the right to alter the room you are allocated without notice.
23. No naked flames are permitted in the Forty Hall venues, please use battery operated candles only in Forty Hall.
24. It is not possible to have fireworks at Forty Hall, fire lanterns or release balloons at Forty Hall.
25. It is not possible to set up chocolate fountains at Forty Hall.
26. No drones are permitted in the grounds at Forty Hall.
27. No animals are permitted inside the Forty Hall venue, with the expectation of guide dogs.
28. No decorations are permitted on the walls at the Forty Hall venue, please discuss with a member of staff for alternative options.
29. Parking spaces for you and your guests and contractors are available in the main carpark; please note you do not have exclusive use of the car park.
30. Failure to abide by the venue's rules and policies may result in the immediate termination of the booking.

Cancellation policy

31. If your booking is cancelled within 14 days of the hire, full payment will be required, and no refunds will be given.
32. If your booking is cancelled more than 15 days before the hire, you will be refunded 50% of the hire fee (excluding any deposit and or booking fee).
33. Deposit and booking fees are non-refundable.