



# Forty Hall Hire Information Pack

## Private Events

Forty Hall Estate is an iconic and memorable 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.

Make your memories at Forty Hall Estate by hiring one of the splendid rooms in the house for your private event. The Hall is a popular choice for a range of functions including christenings, engagement parties, birthday parties and baby showers.

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](mailto:fortyhire@enfield.gov.uk) or call 0208 887 7334

**Long Gallery and Inner Courtyard**



Located on the ground floor of the Hall the Inner Long Gallery and Inner Courtyard are perfect for private events.

One of the most surprising and contemporary spaces in the Hall the Inner Courtyard was originally the Hall's kitchen courtyard. 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 drinks receptions and serving area for private functions.

The adjacent 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 your specific requirements and perfect for private events such as engagement parties, christenings, birthday parties, baby showers, bar and bat mitzvahs.

## The Great Hall and Parlour



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. In the 1600s guests would have been received in the Great Hall and its sole purpose was to impress – a tradition that continues today. With rich wooden panelling, Jacobean-style ceilings and large bay windows offering exquisite views across the estate the Great Hall is perfect for your special day. The Parlour is the most seventeenth century room in the Hall boasting original panelling and a fireplace. Sympathetically restored the room is both warm and welcoming, with plenty of natural daylight and stunning views of the Cedar of Lebanon tree in the grounds.

The Great Hall and the Parlour are hired jointly offering access to the east patio, perfect for summer evening parties and receptions.

## Prices & Capacities

These packages include room hire chairs, tables, finishing kitchen or shared store room. The prices do not include catering costs. Please speak to a member of staff for details of our in-house caterers.

### **Baby Showers | Christenings | Parties**

	<b>Long Gallery &amp; Inner Courtyard</b> 18m x 5m & 6.7m x 5.6m  120 people max
Monday-Thursday	<b>£1550</b> - Hire up to 8 hours <b>£900</b> - Hire up to 4 hours
Friday - Sunday	<b>£1860</b> - Hire up to 8 hours <b>£1060</b> - Hire up to 4 hours

	<b>Great Hall &amp; Parlour</b> 6.8m x 4m & 6.8m x 3.9m  40 people max
Monday-Wednesday	<b>£1050</b> - Hire up to 8 hours <b>£600</b> - Hire up to 4 hours
Friday - Sunday	Not available

	<b>Great Hall</b> 6.8m x 4m  40 people max
Monday-Thursday	<b>£700</b> - Hire up to 8 hours <b>£475</b> - Hire up to 4 hours
Friday - Sunday	<b>£900</b> - Hire up to 8 hours <b>£675</b> - Hire up to 4 hours



Refundable deposit against damages - (40 or less people)	£250
Minimum bar or buy out - (40 or less people)	£250
Refundable deposit against damages - 40 or more people)	£400
Minimum bar or buy out £400.00 (40 or more people)	£400

Booking and administration fee £200.00 (non- refundable add-on)
Deposit £300.00 (non-refundable)

### Optional Extras

Outer Courtyard - Please note this space cannot be hired by itself and can only be booked with the Long Gallery and Inner Courtyard	6:00pm - 12:00am (Exclusive Use) £190.00
	12:00pm - 6:00pm (Shared use) £170.00

Extra hours	£155.00 per hour
Overtime additional charge after midnight	£250.00 per hour
Finishing Kitchen	£210.00 Full day
PA system	£120.00 Full day
Small Pa/Docking Station	£50.00 Full day
Extra member of staff	£17.00 per hour (min 3 hour)
Tablecloths	£10.50 each



## Catering and Beverages

Please contact us for information about our recommended suppliers and to see sample menus. We can consider the use of other professional suppliers should we be unable to provide you with your requirements. There is a £200.00 buy-out fee if you decide to use an external caterer. Please note that we would require a £400.00 deposit against damages from any external caterer. We offer a pay bar for events with a minimum bar spend of £250 or £400.00.

## Music

You can enjoy live or recorded music which can be played throughout the hire. The venue is able to offer a range of recommended musicians or the hire of a PA system to play recorded music. Please speak to member of staff for further details.

## Exterior Spaces

We have an exterior courtyard that is available to hire; its use is shared during the day with our onsite businesses and for exclusive hire in the evening. For costs please see our optional extras section.



## General Information

### BY BUS

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

### BY TRAIN

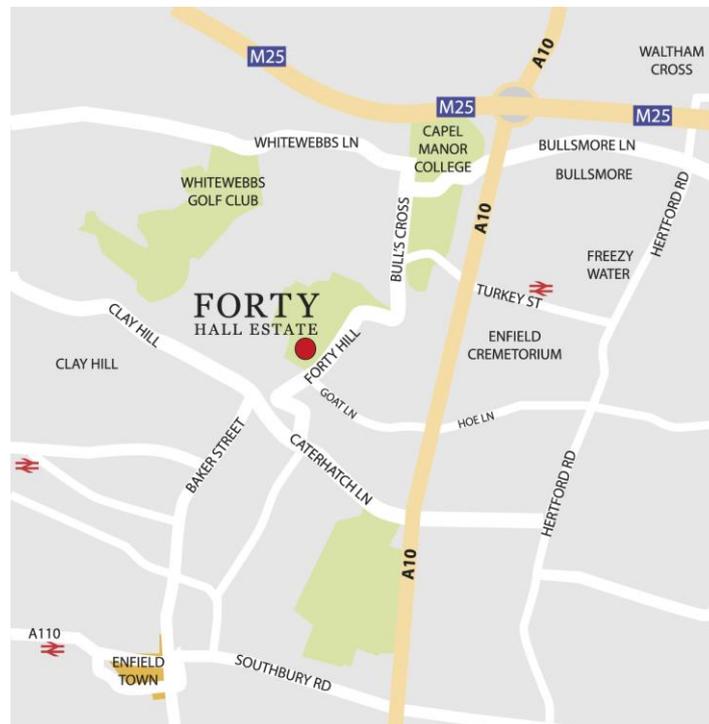
From North - Turkey Street and 20 minute walk. From Central London - Enfield Town, Enfield Chase or Southbury and 191 bus to Forty Hill.

### 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](http://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 event at Forty Hall, or arrange a viewing, please contact the Sales Team on 020 888 77334 or send an email to [fortyhire@enfield.gov.uk](mailto:fortyhire@enfield.gov.uk)

Due to high demand we can only keep a provisional date for your event for 7 days from the date of your site visit. The provisional date will be released if we do not receive a completed booking form, deposit of £300 and booking fee of £100 within 7 days of your site visit.



## TERMS & CONDITIONS

1. Please note that your booking is unconfirmed unless the *Deposit* and *Admin Fee* is paid. You will be invoiced when we receive your complete booking form and confirmation email has been sent. **This is non-refundable.**
2. The remainder of your booking must be paid in full at least two months before your event and payment is due within 30 days of the invoice date.
3. Full payment for bookings made with less than 30 days of notice will be required on confirmation of booking.
4. 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.
5. Time booked must include any setting-up and packing/clearing away time.
6. 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.
7. There is a minimum charge of 3 hour all times with the exception of wedding photoshoots which are 2 hours minimum.
8. Please note your hire is not exclusive - please talk to a member of staff if you wish to hire Forty Hall exclusively.
9. 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).
10. Any repairs required as a result of damage to the premises and/or equipment caused by the hire/guests/suppliers (with the exception of external caterer) will be payable by the hirer.
11. Any repairs required as a result of damage to the premises and/or equipment caused by the external caterer will be deducted from the caterer's deposit.
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. Smoking is not permitted within Forty Hall, however you may smoke in the grounds.
21. The management reserve the right to alter the room you are allocated without notice.
22. No naked flames are permitted in the Forty Hall venues, please use battery operated candles only in Forty Hall.
23. It is not possible to have fireworks at Forty Hall, fire lanterns or release balloons at Forty Hall.
24. It is not possible to set up chocolate fountains at Forty Hall.
25. No drones are permitted in the grounds at Forty Hall.
26. No animals are permitted inside the Forty Hall venue, with the expectation of guide dogs.
27. No decorations are permitted on the walls at the Forty Hall unless agreed with the venue in advance. Please discuss with a member of staff for alternative options.
28. 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.
29. Failure to abide by the venue's rules and policies may result in the immediate termination of the booking.

**Cancellation policy**

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