



# Forty Hall Hire Information Pack

## Weddings April 2022-March 2023

Forty Hall Estate is a beautiful wedding venue, offering a wide selection of spaces to choose from when curating your special day. Whether you are looking to hire a space within the main house or the banqueting suite, in the adjacent coach house - or a combination of both - Forty Hall Estate is a stunning backdrop for your big day.

The Hall is a perfect wedding venue on the edge of London, ideal for couples looking for an idyllic countryside setting yet near to the city. With a stunning backdrop and a selection of rooms to choose from, couples will be spoilt for choice.

The Hall is licensed to hold ceremonies for up to 80 guests and can accommodate 100 guests for a wedding breakfast. Party the night away in the Long Gallery & Inner Courtyard, with a capacity of 120 guests for drinks receptions.

You can hire the whole building for your exclusive use, or you can hire selected areas of the Hall. The Long Gallery is our largest space and for more intimate weddings we have the Great Hall

**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 363 8196**



# Wedding Ceremony | Reception

## Long Gallery & Inner Courtyard

Located on the ground floor of the Hall, the Inner Courtyard and Long Gallery are perfect for wedding ceremonies or wedding breakfasts.

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 wedding breakfasts.

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 to suit your specific requirements and a hanging system this room is perfect for larger civil ceremonies, wedding breakfasts and evening receptions. The Long Gallery can seat up to 80 guests for a ceremony and 120 for an evening reception.

## Great Hall & 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 rooms offer exquisite views across the estate - perfect for your special day. These stunning period rooms are perfect for drinks receptions or canapés or small civil ceremonies of up to 40 guests.

### Room Dimensions

Great Hall	6.8m x 4m
Parlour	6.8m x 3.9m
Inner Courtyard	6.7m x 5.6m
Long Gallery	18m x 5m



## Prices

The prices below include room hire for up to three hours for wedding ceremony and up to 12 hours for wedding reception, chairs, tables and a dedicated duty manager. The prices do not include Registrar's fees or catering costs. Couples may book additional hours before or after their package may at the hourly hire rates listed below.

### Wedding Ceremony & Reception

Long Gallery, Inner Courtyard & Great Hall

Monday - Thursday, 12pm-12am (120 people max)	<b>£2500</b>
Friday - Sunday, 12pm-12am (120 people max)	<b>£3000</b>

### Wedding Reception

Long Gallery and Inner Courtyard only

Monday - Thursday, 12pm-12am (120 people max)	<b>£2060</b>
Friday - Sunday, 12pm-12am (120 people max)	<b>£2600</b>

### Wedding Ceremony

Long Gallery and Inner Courtyard

Monday - Thursday - 3 hours, (80 max)	<b>£1300</b>
Friday - Sunday - 3 hours, (80 max)	<b>£1500</b>

Great Hall and Parlour

Monday - Wednesday -3 hours, (40 max)	<b>£980</b>
Thursday - Sunday - 3 hours, (40 max) <b>Great Hall only</b>	<b>£620</b>

### Other Costs

Booking and administration fee (non- refundable)	<b>£200</b>
Deposit (non-refundable)	<b>£500</b>

Refundable deposit - With Event Management (40 or less people)	<b>£250</b>
Refundable deposit - W/out Event Management 40 or less people)	<b>£350</b>
Minimum bar or buy out (40 or less people)	<b>£250</b>

Refundable deposit - With Event Management (40 or more people)	<b>£400</b>
Refundable deposit - W/out Event Management (40 or more people)	<b>£600</b>
Minimum bar or buy out (40 or more people)	<b>£400</b>

## Optional Extras

We are able to offer a range of additional services to couples to help with smooth planning of the day. Please speak to a member of staff for further information:

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

<b>On the Day - Event Management</b> <ul style="list-style-type: none"> <li>• To instruct your suppliers and contractors on the day.</li> <li>• To set up tables and chairs.</li> </ul>	£150.00
Overtime additional charge (after midnight)	£250.00 per hour
Extra hours before booked time	£155.00 per hour
Finishing Kitchen (a space with an electrical supply and no kitchen appliances. Only PAT tested heating ovens/microwaves and no naked flames, stoves or fryers)	£210.00
PA system - full day	£120.00
Small PA/docking station - full day	£50.00
Extra member of staff - (min 3 hour)	£17.00 per hour
Tablecloths	£10.50 each
Photo Shoot (2 hours) (free with 12-hour package)	£280.00

## Catering

Please contact us for information about our recommended suppliers and to see sample menus. We understand that your wedding is unique, and 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.

## **Wedding Decorations**

Couples are very welcome to personalise the hired spaces with chair covers, sashes, balloons, aisle runners and floral decorations. We have recommended suppliers who offer such services and would be happy to create your perfect theme for your special day. The building's Grade I Listed status and we do not allow candles in the Hall; couples may use electrical/LED lights where necessary. Please speak to a member of staff who will be happy to provide you with details of our recommended suppliers.

Rose petals are permitted as confetti when thrown outside the Hall.

## **Registrars**

For marriages or civil partnerships, you must give at least 28 full days' notice at your local register office. You will need to include details of where you intend to get married or form a partnership. It is vital that you specify the venue and the room in which the ceremony will take place.

Your notice will be publicly displayed in the register office for 28 days. The local Enfield Register Office is located at 1 Gentleman's Row, Enfield, EN2 6PS.

## **Music**

Couples may enjoy live or recorded music to be played throughout the wedding day, including the ceremony. The venue is able to offer a range of recommended musicians or the hire of a PA system to play recorded music. We have a wide range of recommended suppliers offering catering, wedding decoration, flowers and vintage car hire. Please speak to a member of staff.

## **Photography**

If you have opted for one of the packages, then you are welcome to take photographs in the Hall; please speak to a member of staff about the best photo opportunities because there are many! You may also take photographs in the gardens but please note that Forty Hall Estate is a public park and the venue do not have right to refuse access.

For those couples marrying elsewhere but keen to have photographs in the Hall we offer a two-hour photo shoot which allows for photography to take place in the Great Hall, Parlour and on the Grand Staircase; including the stunning stained glass window on the first floor (subject to late availability). Please see the additional extras section for prices.

Finally, we enjoy reminiscing over our couples' photographs too! We often use photographs from our couples in our marketing and publicity. If you would like to see yourselves featured in our next campaign, please speak to a member of our team – we will fully credit you and your photographer.

## **Exterior Spaces**

We have an exterior courtyard that is available to hire; its use is shared during the day with our onsite businesses, but couples may opt for exclusive hire in the evening. For costs please see our additional extras section. Please note that the Outer Courtyard can only be booked with the Long Gallery.

# General Information

## BY BUS

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

## BY TRAIN

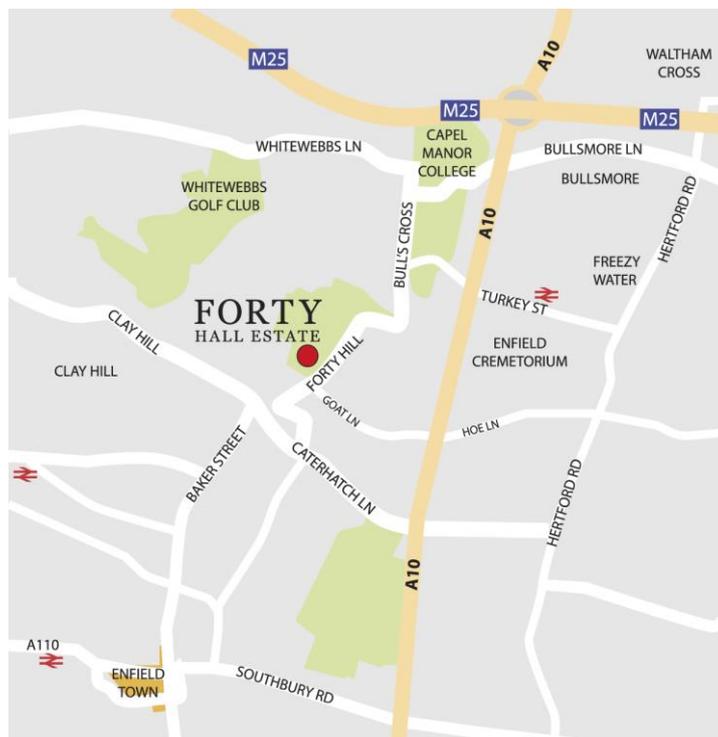
From North - Turkey Street and 20 minute walk. From Central London - Enfield Town, Enfield Chase or Southbury and 191 bus to Forty Hill.

## 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 Wedding at Forty Hall, or arrange a viewing, please contact the Sales Team on 0208 363 8196 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 wedding 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 £500 and booking fee of £100 within 7 days of your site visit.**

# Terms and 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. 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-biodegradable 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 exception of guide dogs.
28. 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.
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 deposit and booking fee).
33. Deposit and booking fees are non-refundable.