



April 2023 - March 2024

Meeting and Conference Room **BOOKING FORM**

PLEASE COMPLETE ALL SECTIONS

Name of Organisation and Department	
Name of person making the booking	
Address	
Mobile	
Contact email address	
Details of who invoices should be sent to if different from above	
Cost Code (London Borough of Enfield bookings only)	
Title of event to be displayed to visitors	

All packages include room hire chairs, tables and a dedicated duty manager.
The prices do not include catering costs.

April 2023 - March 2024

Please tick the box below for the package you wish to book.

Available 9am and 5pm Mon-Fri	Max people	Price	Number of hours
Long Gallery & Inner Courtyard	100 - Theatre Style 85 - Cabaret 30 - Boardroom 30 - Horseshoe	*£54.00 per hour (Until 5pm) *£92.00 per hour (After 5pm)	
Great Hall (Available Mon -Wed only)	40 Theatre 16 Cabaret	£48.00 per hour	
Vicary Room	16 Boardroom	£36.00 per hour	

Date	Time in	Event Time	Time out	Room Required	No. of people attending

Note: Please allow sufficient time for course leaders, speakers, or instructors to set up prior to your event starting.

You will have access to your room from the time stated on your booking form only.

SHARED STORAGE ROOM - Available 9am and 5pm Mon-Fri	Number of hours
Garden Room - £17 per hour	

Layout of Room (Please tick) <i>(Please see information pack for options)</i>	
 Horseshoe	 Boardroom
 Cabaret	 Theatre

April 2023 - March 2024

Additional Requirements (VAT)

We understand that very often bookers are not fully aware of the final numbers that will be attending their event when booking in advance. We do ask that you give us as much detail as possible regarding equipment and refreshments. For Buffets we require at least 10 days notice on all orders.

Equipment	Cost (Per Unit)	Quantity Required	Time
TV monitor or projector or screen (Depends on the availability)	£130.00 per day or £75.00 half day		
Handheld microphone (Needs a speaker)	£38.00 per mic		
Speaker	£53.50 per day or £32.00 half day		
Flipchart Pad and Pen	£23.50		

Refreshments	COST	Quantity Required	TIME
TEA/COFFEE	£1.90 per head		
BISCUITS	95p per head		
STILL MINERAL WATER	£3 per 75cl		
SPARKLING WATER	£3 per 75cl		
ORANGE JUICE	£3 per litre		
APPLE JUICE	£3 per litre		

	Description	Price per person	Quantity	Time required
Menu 1	A selection of seasonal Sandwiches/wraps made on white and brown bread & Fresh Fruit Platter. (Minimum order 8)	£6.90		
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. (Minimum order 8)	£9.80		
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. (Minimum order 8)	£13.00		



April 2023 - March 2024

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

SPECIAL REQUESTS (Please specify any additional details, including any dietary requirements)

Note: Please allow sufficient time for your facilitators to set up prior to your meeting/conference starting.

You will have access to your room from the time stated on your booking form only.

**Please return complete forms to:
By email: fortyhire@enfield.gov.uk**

A returned booking form is confirmation and acceptance of our terms & conditions. Your booking will be confirmed once we have received your booking form, deposit and confirmation email has been sent.

A minimum £100 deposit fee will apply in all cases regardless of cancellation notice period given.



April 2023 - March 2024

Terms and Conditions

1. Please note that your booking may be cancelled if we do not receive your £100 deposit; you will receive a link to pay when we receive your complete booking form with confirmation email. 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 levied from your deposit or you will be invoiced.
8. There is a minimum charge of 3 hours 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.



April 2023 - March 2024

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.

I /we confirm that I/we accept the terms and conditions of hire as stated above.

Signed :

Date:

Thank you for choosing Forty Hall for your meeting.