



April 2023 - March 2024

## Private Hires & Functions Booking Form

PLEASE COMPLETE ALL SECTIONS

|   |  |
|---|--|
| <b>Name of person making the booking</b>                  |  |
| <b>Address</b>  |  |
| <b>Contact telephone - Mobile</b>                         |  |
| <b>Contact email address</b>                              |  |
| <b>EVENT TITLE</b><br>(Example: Krystal's birthday party) |  |

### Baby Showers / Christenings / Parties

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

Our packages include:

- Hire of the Long Gallery, Inner Courtyard or Great Hall (where applicable)
- Hire of the Outer Courtyard (only with the Long Gallery)
- Admin and booking Fee
- A Duty Manager
- Welcome or celebratory drink
- A small speaker
- Furniture (Chairs & tables)
- A catering room or storeroom.

The prices do not include catering costs.

|   |                                   |  |
|---|-----------------------------------|--|
| <b>Long Gallery &amp; Inner Courtyard</b><br>18m x 5m & 6.7m x 5.6m | 100 people max                    |  |
| Monday- Thursday  | <b>£3110</b> - Hire up to 8 hours |  |
|   | <b>£2375</b> - Hire up to 4 hours |  |
| Friday - Sunday   | <b>£3465</b> - Hire up to 8 hours |  |
|   | <b>£2555</b> - Hire up to 4 hours |  |

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|                                |                            |  |
|--------------------------------|----------------------------|--|
| <b>Great Hall</b><br>6.8m x 4m | 40 people max              |  |
| Monday- Thursday               | £1550- Hire up to 8 hours  |  |
|                                | £1400- Hire up to 4 hours  |  |
| Friday - Sunday                | £1880 - Hire up to 8 hours |  |
|                                | £1550 - Hire up to 4 hours |  |

|   |  |
|---|--|
| <b>DEPOSIT to secure the date (non-refundable) - £400</b>     |  |
| Refundable deposit against damages - £400 (40 or more people) |  |

|  |  |
|--|--|
| <b>CATERING</b>  |  |
| Internal caterer- Please tick if you are interested in meeting with our caterer  |  |
| External Caterer - Please tick if you prefer to use your own professional external caterer. A deposit of £400.00 against damages will be required from your caterer which is refundable. |  |

|                      |                 |  |                 |  |
|----------------------|-----------------|--|-----------------|--|
| <b>Changing Room</b> | Half-day<br>£55 |  | All day<br>£110 |  |
|----------------------|-----------------|--|-----------------|--|

|   |  |
|---|--|
| Extra hours before booked time - £165.00 per hour (Max 2 hours) |  |
| Extra member of staff - £18.00 per hour (min 4 hour)            |  |

| DATE | Time in | Event Time | Time out | Room Required | No. of persons attending |
|------|---------|------------|----------|---------------|--------------------------|
|      |         |            |          |               |                          |
|      |         |            |          |               |                          |

- Please allow sufficient time for your suppliers to set up prior to your event starting.
- You and your suppliers will have access to your room from the time stated on your booking form only.
- Please note that there is a 20% price increase to all charges during all Bank Holiday weekends.
- Staying over the booked time (even 10 minutes) will result in an additional charge of £250.00 per hour.

**Please return complete booking form to:**

By email: [fortyhire@enfield.gov.uk](mailto: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 booking fees.**



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## TERMS & CONDITIONS

1. Please note that your booking is unconfirmed unless the *Deposit* and *Admin Fee* is paid. 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 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, 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.



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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 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.
  31. Bringing external drinks or catering that wasn't approved prior to the event is prohibited and a fine will be applied.
- Cancellation policy**
32. If your booking is cancelled within 14 days of the hire, full payment will be required, and no refunds will be given.
  33. 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).
  34. 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 event.***