

Lauderdale *House*



Children's Party Hire 2019

CHILDREN'S PARTIES

for 3 to 10* year olds

1st January 2019 – 31st December 2019

Thank you for your enquiry about hiring Lauderdale House for a children's party. Lauderdale House is a Grade 2* listed 16th century building set within Waterlow Park. It is an ideal venue for children's parties. We hope the following information will be of use when making your initial arrangements.

All children's parties are held either in the Long Gallery (1st floor) or in our Conservatory space (Ground floor)

The party booking is for 3 hours, at a fee of **£300**. This covers **30mins set up, 2 hours of party-time** and **30mins to tidy up**. This includes use of the space & cleaning charge.

Capacity

We normally allow a classroom's worth of children, generally between 20 – 25 in number. If you wish to accommodate more, please raise this with our Bookings Team.

Please note that should your number of guests change from those expressed to the venue and catering partner Pink Food at the point of booking confirmation, you must update both the venue and catering partner no later than 7 days before your event date.

Both the venue and catering partner Pink Food will always try to accommodate any guest number changes given within the timeframe stipulated, but please note that this cannot always be guaranteed.

Catering

Our in-house catering team, Pink Food, are on hand to assist with all food and drink requirements, bringing their wealth of knowledge and passion for quality ingredients to all functions. For Children's Parties Pink Food offer a single selected menu to choose from, specifically created with children in mind. We regret that we cannot allow external catering at Lauderdale House, so please contact **Kay Knowlton at Pink Food** on **07917 620099** or email **info@pinkfood.co.uk** to discuss your catering needs and budget.

Booking

Bookings for children's parties cannot be taken more than four weeks before the event. Once the invoice has been issued, payment is required within 5 days to secure the date. Should this not be received the date will be released.

Cancellation

Please notify us if you need to cancel but be aware that all payments made are non-refundable.

Miscellaneous

The piano the Long Gallery will remain covered and is not included as part of the hiring agreement.

Lauderdale House is a no-smoking building.

Lauderdale House also hires its galleries as exhibition space. Unfortunately, we are unable to take down any programmed exhibitions of artwork in our galleries.

**For further enquiries please contact our Events & Sales Manager,
Stuart Key, on 020 8348 8716 or skey@lauderdale.org.uk**

**Alternatively, you can head to our website (www.lauderdalehouse.org.uk) and fill in
our enquiry form under the 'Hire the house' section.**

Lauderdale
House