

# Lauderdale *House*



*Private Functions* Hire 2021

# PRIVATE FUNCTIONS

## 1<sup>st</sup> January 2021 – 31<sup>st</sup> December 2021

Thank you for your interest in hiring Lauderdale House. The House is an ideal and very personal venue for receptions and parties, both formal and informal. We hope the following information will be of use when making your initial arrangements.

Lauderdale House is a Grade II\* listed historic house built in 1582. Over the centuries, it has been a home for characters as varied as Nell Gwynne, three Lord Mayors of London and William Meade. Other colourful visitors have included King Charles II, Samuel Pepys and John Wesley. More recently we have seen Neil and Glenys Kinnock, Boris Johnson, Jude Law, Maureen Lipman and Sheridan Smith cross the threshold.

Set in the beautiful Waterlow Park, our Galleries offer stunning views of the gardens and guests can explore the park, which also makes an excellent backdrop for photographs.

Today we offer our facilities to host important family and community events (wedding ceremonies and receptions, parties and other family celebrations) in addition to providing an extensive arts and education programme.

As we are a registered charity, all our income from private functions is invested back into public benefit, focusing on arts, heritage and education. Our welcoming atmosphere, full of history and creativity, provides a warmth and individuality which makes the House a special place for your special event.

In September 2016, the House reopened for events after a £2.3 million refurbishment which included complete redecoration, restored heritage features, specially designed lighting, a brand-new toilet suite with baby changing and wheelchair access, a lift to the first floor and a new Café.



# Spaces Available for Hire

We have two galleries which can be used for most events depending on availability and preference:

- The **Lower Gallery/Entrance Hall** is on the **ground floor** and opens out through beautiful French windows onto the park along the picturesque side terrace.



- The **Long Gallery** is on the **first floor** and has stunning views over the gardens. There is easy access to the park via the back staircase. The main entrance for this gallery is via the new side entrance if the Lower Gallery is in use for other events. Thanks to our new lift this space is now accessible to all. Note that although there are no toilets on the first floor the toilet-suite is adjacent to the lift.



# Capacity

The **Lower Gallery** (Ground Floor) can accommodate up to 90 people for a formal, fully seated reception, and up to a maximum of 130 for a more informal finger buffet/cocktail reception.\*

The **Long Gallery** (1<sup>st</sup> floor) can accommodate 100 for a fully seated event and 110 for a more informal finger buffet/cocktail reception.\*

*\* Please be aware that the capacities stated can be affected by the setup and configuration requested for each function. When planning your event, please discuss your requirements with our team and we can advise you as to which layout would be the best for you.*

## Opening hours & booking to view the spaces

The House has a wide-ranging programme of private functions, concerts, exhibitions and classes during the day and evening throughout the year. As a result, our hours available for hire can vary from day to day, however weekends are usually kept open for larger function bookings.

Once you have a date, or range of dates, you would like to take a look at, then please do not hesitate to contact our Events team about availability and we would be delighted to check our diary for you, make a provisional booking and book an appointment to show you around the venue.

## Hire Fees

We hire the Galleries by the hour for the entire period they are being used for your functions (**ie. From when we start setting up for you until the last guest has left**).

Generally, set-up time takes between **one and a half to two and a half hours** depending on the nature and scale of the function. We also recommend that you allow enough time (1 hour is usually sufficient) before the end of your booking to allow guests to finish drinks, food, conversations and vacate the venue. Please do get in touch if you need some assistance in calculating the number of hire hours you will need, and we would be very happy to help.

<b>Hire per hour of the Lower Gallery/Entrance Hall (Ground floor)</b>	<b>£350</b>
<b>Hire per hour of the Long Gallery (1<sup>st</sup> floor)</b>	<b>£350</b>
If you would like to have exclusive use of both the Lower Gallery/Entrance Hall & the Long Gallery together, we offer an option to hire both galleries for the full period of your event at <b>a joint rate of £495 per hour.</b>	
<b>Cleaning</b>	<b>£165</b>
<b>Event steward</b>	<b>£95 per steward</b>

A minimum of one steward is required at all functions. The role of the steward is to assist with the delivery of an enjoyable, safe and secure experience for your guests. In certain cases, depending on numbers, catering requirements and the nature of the event, more stewards may be necessary. Two stewards are required if you are using both floors. This is to be agreed with the Events Manager.

We are very happy to take provisional bookings for specific dates and will be able to hold spaces for up to 3 weeks as a maximum, dependant on the time of year. Just let us know before the end of that period if you wish to confirm your booking and confirm the date. Provisional bookings will be released from the diary unless otherwise instructed before the end of the provisional booking period is reached.

### **Hourly hire fees include**

- The use of House furniture (trestle tables and banqueting chairs)
- Setting up the Gallery
- The use of a Grand Piano in both the Lower and Long Gallery. If you wish to have a piano tuned there is an additional charge of £75 per piano.
- Use of the Side Terrace and Tea Lawn (This space is shared with the general public during park opening hours; after the park closes to the public at dusk you and your guests may continue to enjoy the Side Terrace and Tea Lawn).

### **Payment Arrangements**

- We require 50% of the booking fee to secure the booking.
- The balance is due six weeks prior to the event.
- All our payments/deposits are processed using an online payment system
- A secure payment link will be sent to you via email and payment can be made simply using a debit or credit card
- **For all functions, we will request some verified payment card details up to the amount of £500.**
- No funds will be taken with these details unless any damage is done to the venue during your booking or you contravene our booking terms and conditions (eg. additional cleaning for spillages, use of confetti inside the venue, over-running of booked time etc.)

# Catering

The in-house catering team, Pink Food, is on hand to assist with all pre-event planning and will provide a dedicated Event Manager, working with you to create your bespoke event. In addition, they will provide vital support on the day from supplier liaison, meeting and greeting guests, service and clearing, bar management and closing the function. They will make sure that your special occasion is a truly memorable event.



Pink Food ([www.pinkfood.co.uk](http://www.pinkfood.co.uk)) is the inspiration of Merrilees Parker and Bernadette Fitzpatrick, two passionate 'foodies' with many years' experience under some of the finest chefs in the industry.

They are supported by highly qualified and loyal staff and also run our friendly Cafe. For Pink it is all about great ingredients, cooked simply, presented stunningly, and served in a friendly and efficient manner. This approach has brought the company to the very top of the industry, with their reputation for quality at every level.

**Please contact Kay Knowlton at Pink Food on 07917 620099 or email [kay@pinkfood.co.uk](mailto:kay@pinkfood.co.uk) to discuss your catering needs.**

Pricing is agreed on an individual basis according to the requirements of the function. Your ideas and inspiration are always welcome, and menus will always aim to be tailor-made to your individual event and budget. (External catering is not permitted).

## Civil Marriage Ceremonies

Both our stunning spaces are licensed for civil marriage ceremonies. The Entrance Hall can accommodate 90 people and the Long Gallery up to 110.

Couples are advised to contact the Registrar at Camden Town Hall ([www.camden.gov.uk](http://www.camden.gov.uk) / 020 7974 4444) at the earliest opportunity to book registrars to officiate the ceremony. Please note that the registrars make a separate charge to officiate at ceremonies held at venues such as Lauderdale House.

Ceremonies may be booked with or without a reception afterwards.



## Waterlow Park

As you will be aware, Lauderdale House is situated in Waterlow Park, which is a public park owned by Camden Council. Until the Park closes, which is at dusk, your guests are free to be anywhere in the park. After an initial wander around the Park, we find, in general, that guests tend to stay near the House and largely around the side terrace area. However, it is important to note that there is no private use of any areas in the Park while it is open.

When the Park closes at dusk you and your guests may continue to use the side terrace by the French Windows and the Tea Lawn at the back of the House. To confirm dusk closing times or to have the use of the Park explained in greater detail please ask us.

## Cancellations

As we are a registered charity and run as an arts and education centre, we rely very heavily on our rental income. Therefore, we have a strict 'no refunds' policy in the event of cancellation.

Once you have paid the first half of your fee, the booking is confirmed, and you are liable for the remaining balance.

However, if you do need to cancel your event we will re-open the date for new bookings. Should the date be rebooked we will offer a partial refund depending on the circumstances, considering the relevant factors such as value of the new booking and additional administration.

## Miscellaneous

Exhibition artworks: The House has several gallery spaces that are used for exhibitions throughout the year. If you would like artwork to be removed for your event, then this will be possible at the cost of £90 for the first gallery, and £40 per additional gallery. This includes the cost of removing, storing, and then rehanging any artwork. We will require at least 4 weeks' notice to arrange this for you.

Smoking is not permitted anywhere in the House.

Events must finish at their booked time: A member of Lauderdale House staff will oversee the closing down of the function and then lock and alarm the building.

Please note we do not allow the use of confetti inside or outside the House – Dried flower petal confetti is permitted in certain outside areas – Please ask for guidance when making your booking.

The Lauderdale Café will remain open from 8am to early evening but this will not affect your booking.

We do not have a PA system, but there are plenty of power points for your convenience.

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

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

Lauderdale  
House