

Lauderdale *House*



Children's Party Hire 2022

CHILDREN'S PARTIES

for 3 to 10* year olds

1st January 2022 – 31st December 2022

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 the Conservatory (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.

If you need extra setup time, there is to option to extend your booking (subject to availability) by an additional 30 minutes for £50.

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

You have 2 choices:

- Working with our in-house catering partner, Pink Food, who offer great quality options. In addition to the food and drink they supply staff to set up and clear away, and provide cutlery, crockery, glasses and table cloths. **Contact Kay Knowlton at Pink Food on 07917 620 099 or email kay@pinkfood.co.uk** to find out more. All payment for catering arrangements will all be taken care of directly by Pink Food.

- DIY/Bringing your own. Please note that:
 - We have no additional kitchen space or facilities available, nor refrigeration so all party food and drink must arrive with you on the day and be taken away with you when you leave. Any laying out of food, etc will need to be done in the space you have hired- we can provide additional tables for this.
 - You may use the sinks in the Conservatory; if you are using the Long Gallery you will have access to the sink in the storage area at the end but access is restricted to the organiser.
 - You will also need to bring table cloths, decorations, plates, bowls, cutlery, napkins, glasses, jugs, serving bowls, cake cutting knife and plates.
 - You and your friends are responsible for laying out, serving and packing away. Our staff member on duty is there for health and safety reasons, and to provide tables and chairs, monitor the building and ensure your guests know where to go, not to serve food and drink.
 - If you wish to order a delivery takeaway you're welcome to - please ask us to confirm where it should be delivered to.
 - You can also run a tab at Lauderdale café (onsite) for drinks or extra snacks such as crisps, cake, ice cream, brownies etc. You can pre-order before the day of your booking by speaking with Kay (07917 620 099/kay@pinkfood.co.uk).
- **Please note you are not allowed to bring in your own external caterers. You must either use Pink Food, Lauderdale café or supply your own.**

Booking

Bookings for children's parties cannot be taken more than four weeks before the event.

The only way to secure dates any earlier than 4 weeks before would be to pay our standard party hire rate, which is set at £350 per hour for the Long Gallery (1st floor) and £190 per hour for the Conservatory (ground floor), inclusive of stewarding and cleaning fees.

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.

We will also request some verified card details up to the amount of £100 through another separate secure link. 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. This is a condition of hiring Lauderdale House and is set by our board of trustees in order to protect the house's Grade II* listed and heritage status.

Cancellations / Alteration of booking

- As we are a registered charity and run as an arts and education centre, we rely very heavily on our rental income. We recognise that Covid-19 has created significant uncertainty so we have therefore adapted our strict 'no refunds' policy to accommodate the exceptional circumstances.
- In the event that Government regulations relating to Covid-19 mean that your party cannot go ahead we will offer you the following options:
 - a refund less an administration fee of £45 as a contribution to the administrative and management time required.
 - the chance to postpone to a later date but please note that any future date cannot be booked with more than 4 weeks' notice and must be within 12 months of the original booking. If not suitable date is found then at the end of 12 months you will automatically be issued a refund less the £45 administration fee.

Entertainers & Decorations

You are welcome to book entertainers for the celebration. Please liaise with the entertainer to confirm how much setup time they require so that your timings are accurate within our diary. It is your responsibility to let us know if they need extra setup time.

As a Grade II* listed building, no naked flames are permitted within the building and only free-standing decorations are allowed. There are 2cm wide hooks in the Long Gallery to hang bunting across the ceiling and windows.

Miscellaneous

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

Lauderdale House is a no-smoking building.

** Please note that birthday parties for 1 and 2 year olds are treated as adult parties and are charged accordingly.*

**For further enquiries please contact our Events & Sales Manager,
Hannah Robertson, on 020 8348 8716 or hrobertson@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*