

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 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

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. 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.

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 the 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 week's 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.

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,
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