



# Corporate Hire at Valentines Mansion & Gardens

Enjoy high quality facilities and excellent service within the exquisite, historical grade II\* listed surroundings that can only be Valentines Mansion – the discerning choice for your business requirements. With a variety of rooms available we welcome large or small meetings, seminars, presentations, training days and product launches.

- Fully accessible with a lift to all floors
- Excellent road and public transport links (bus, rail and underground)
- Stunning period features throughout
- Natural daylight in all rooms
- Situated alongside the beautiful historical walled gardens and walled gardens and long water

## 2017 Hire Charges

Room	Per Hour	Half Day 9am-1pm or 2pm-6pm	Full Day 9am-5pm	Capacity
Drawing Room	£74	£265	£515	28 Boardroom 21 Classroom 42 Cabaret 70 Theatre
Morning Room	£63	£225	£450	16 Boardroom 8 Classroom 18 Café 33 Theatre
Gallery	£55	£197	£394	17 Boardroom 18 Classroom 24 Cabaret 20 Theatre
Holcombe Room	£52	£185	£370	10 Boardroom
Regency Parlour	£52	£185	£370	10 Boardroom
Bird Room	£34.50	£122	£245	12 Boardroom

### Equipment Available to Hire\*

Projector & Screen £18  
Portable Screen £15  
Portable PA/CD System £20  
Lectern £15  
Flipchart/Whiteboard Stand £15  
Deckchairs (x 20) £200

### Refreshments

Tea £9 (for 10 people)  
Coffee £10.50 (for 10 people)  
Biscuits £1.50 (per person, per serving)

**(All prices include VAT)**

We would be delighted to discuss your requirements for hire at Valentines Mansion. To arrange a viewing, check availability or to make your booking we can be contacted by phone on 020 8708 8100 or alternatively via e-mail: [hiringvalentines@visionrcl.org.uk](mailto:hiringvalentines@visionrcl.org.uk).

\*Equipment must be pre-booked and is subject to availability. Laptops are not available. Terms and conditions of hire apply.

## **VALENTINES MANSION – TERMS AND CONDITIONS OF HIRE 2017**

### **Booking process and charges**

1. Current lists of charges are provided with the information pack and can be viewed on [www.valentinesmansion.com](http://www.valentinesmansion.com)
2. Enquiries can be made by phone, email or by completion of the on-line form at [www.valentinesmansion.com](http://www.valentinesmansion.com). Provisional bookings can be held for a maximum period of 14 days, during which time a booking form and holding deposit of 25% of the full hire fee must be returned. Provisional bookings are removed without notice after a maximum of 14 days if no contact is received from the hirer.
3. The hire period booked is the time of entry and exit to/from Valentines Mansion by any hirer or associated service of the hirer. All persons, including suppliers/subcontractors must clear and vacate the premises no later than the time stipulated and agreed/signed on the booking form.
4. The holding deposit is non-refundable in any circumstance.
5. Once the completed booking form and deposit is received, a confirmation email will be sent detailing the total hire charges, the remaining balance, and when this is due.
6. The balance of payment is required in full, 3 months prior to the date of the hire along with a refundable retainer of £500 (or £200 for smaller hires where agreed). We will treat the booking as being cancelled if this payment is not received accordingly.
7. The refundable retainer will be refunded up to 28 days after the date of the hire minus any charges relating to damage or loss caused by the hirer, their guests, staff or subcontractors. The amount deducted shall be at the discretion of Vision RCL and more particularly:
  - 7.1 Should the hirer fail to vacate the premises at the time specified on the application form, Vision RCL shall be entitled to deduct a minimum of twice the hourly rate for each hour (or part of hour) for group/charity/corporate hire and £320 per hour (or part of hour) for ceremonies, receptions and functions exceeding the time on the application form.
  - 7.2 Should the hirer fail to comply with the cleaning obligations detailed in clause 34, Vision RCL being required to clean and tidy the premises to the required standard then, Vision RCL shall be entitled to deduct from the retainer an amount not less than the cost incurred to do so.
  - 7.3 Should damage or loss be greater than the amount of refundable retainer held then Vision RCL will pursue the hirer for the outstanding sum and the hirer agrees to pay Vision RCL on demand the cost of any matter as notified by Vision RCL which these conditions state to be at the hirer's expense and in respect of which Vision RCL has made payment.
8. All applications for hire shall be made on the approved application form which must be completed in full, and signed by an adult over the age of 18 years who will be deemed to be the responsible Hirer, to whom all correspondence and accounts will be sent.
9. Amendments and cancellation must be made in writing and are not guaranteed as received until it has been acknowledged in writing from Vision RCL. If a hire is cancelled or amended more than three months before the due date of the hire the initial 25% fee shall be forfeited. No refund shall be made in the event of cancellation or amendment less than three months prior to the due date of hire. It is advisable for the hirer to take out insurance to protect against cancellation.
10. An amendment is classed as a change of times or other alteration such as adding additional rooms. An amendment fee of £30 may be charged. A change of date does not fall within the amendment fee and will be classed as a cancellation.
11. Should you require additional space (i.e. for prayer), an additional room will need to be hired and paid for in accordance with booking fees and normal terms and conditions in advance.

### **Valentines Mansion Gardens**

12. Please note that the hire of Valentines Mansion does not provide exclusive access to the car park or include payment for parking in the car park. It will be the hirer's responsibility to ensure they inform all attendees that they are responsible for paying for parking.
13. The hire of the Mansion does not include rights of use of any garden or park space unless otherwise specifically negotiated. There may be other activities taking place during the hire period either within the Mansion (if not exclusively hired) or surrounding park area. Vision RCL will endeavour to inform the hirer of these activities where these are known in advance but will not be liable for any activity organised by a third party which may impact on the hire.

### **Equipment**

14. The use of furniture is included within the hire charges and will be set up according to the Hirer's request and must be agreed with Mansion staff at least 14 days before the hire date. The use of any other equipment for which there may be additional charges, must be confirmed and booked at least 14 days prior to the hire date. No alterations may be made to any of the fittings, furnishings or equipment upon the premises, which may be used only for their proper purpose and in a reasonable manner. Nor may attachments be made to the fabric of the building. Vision RCL staff may supervise the erection of temporary equipment.
15. Hirers are required to agree the use of and provide evidence of successful PAT (Portable Appliances Testing) for any electrical equipment they will be supplying themselves.
16. The property of Hirers cannot be stored on the premises outside the hire period. Any items left whatsoever after the hire period will be disposed of, and the related costs deducted from the refundable retainer.

### **Catering**

17. Gas is not permitted within the Mansion at any time. Gas barbeques and hog roasts only permitted through professional caterers only on a specified area outside the Mansion. Gas appliances must be supervised at all times by the catering company. Coal barbecues are not permitted.
18. Valentines Mansion has Approved Caterers. Information can be found on the website.
19. Should the Hirer wish to use an external caterer for their function, the hirer will be required to pay a £120 fee. External caterers will need to show evidence of Food Hygiene certificates for staff preparing/handling food, a minimum of a 4-star Food Hygiene rating, Hazard Analysis and Critical Control Points documentation, and PAT testing/gas safety certificates for any portable electrical / gas appliances and proof of public liability insurance (minimum £5million). A site visit is also

mandatory. The above paperwork is due no later than 3 months before the event, with the £120 payment. Vision RCL reserves the right to turn away a caterer who is unable to provide the required documentation, for health and safety reasons. Only agreed caterers are permitted to use the kitchens and refrigeration, freezers and dishwashers are not permitted to be used at any time. Strong aroma foods may not be cooked inside the premises but may be served. (e.g. fish/ curry).

20. If any damage has been caused to the building or equipment by the caterer, if the kitchens and serving areas are not returned to the condition they were in at the commencement of the hire, or if any articles owned by Valentines Mansion are lost or missing as a consequence of the catering, these expenses shall be deducted from the security deposit.
21. In certain instances self-catering is permitted (excluding all beverages). Food must be placed directly on service tables and removed from the premises in entirety including refuse and packaging by the end of the hire time. No kitchen facilities are available.
22. All bookings made on or after 1<sup>st</sup> April 2014 are not permitted to supply or sell alcoholic or non-alcoholic beverages in the premises.

#### **Licences**

23. Valentines Mansion is licensed for the performance of live music, for the playing of recorded music, and for dance during the following times:

Monday-Thursday	09.00-22.00
Friday & Saturday	09.00-22.30
Sunday	11.00-22.00

An extension to the above times may be available and must be applied for via the Mansion. Charges apply. Dancing is permitted in The Gallery only. To comply with our licence, all windows and doors must be kept closed from 9pm except for entry and exit and music must not exceed agreed maximum noise levels, as advised by and agreed with House staff. House staff will enforce this. Shutters must be closed if flashing lights are in use.
24. Certain activities may require additional licences and permissions. Applications must be applied to and approved by both Valentines Mansion and the Chief Public Protection Officer at the London Borough of Redbridge. It is the hirer's responsibility to ensure that all appropriate permissions are obtained and paid for with the sufficient required notice. No refund can be given for hires that are cancelled due to lack of appropriate permissions.
25. The playing of audio recordings is subject to Phonographic Performance License/Performing Rights Society licences. The Hirer shall complete, where appropriate, the information requested in relation to these licences and additional charges will be applicable, specific to the nature of the hire.
26. Valentines Mansion is licensed for the sale of alcohol during the following times within permitted rooms.

Monday-Thursday	12.00-21.30
Friday & Saturday	12.00-22.30
Sunday	12.00-21.30

An extension to the above times may be available for which charges may apply. Alcohol is not permitted to any person who is, or appears to be under 18 years at any time within the premises. ID may be requested by any VRCL officer in relation to this.
27. Valentines Mansion is licenced for marriages and the formation of civil partnerships. Religious ceremonies are not permitted within Valentines Mansion.

#### **Insurance and indemnity**

28. All subcontractors and equipment brought on to the premises must hold the required licences, certification and insurance, and electrical and gas (for use outside the Mansion only) equipment must be PAT tested. It is the hirer's responsibility to ensure that these records are supplied to Vision RCL not later than 14 days prior to the date of the hire.
29. Vision RCL will not (other than for damage, death or injury to an individual or to his personal possessions caused by the negligence of its officers or servants) be responsible for any loss, damage or injury to the Hirer or any person on the premises in connection with the hire or for any loss, damage or failure of the heating, lighting or other equipment or service. Any items that are brought on to the premises are done so at the Hirer's own risk.
30. VRCL maintains buildings insurance in respect of the Premises. In the event that VRCL's insurance is invalidated by an act of the Hirer or by one of their guests, the Hirer shall be liable for the full sum of any costs incurred.
31. The Hirer hereby indemnifies VRCL against all actions, proceedings, costs, claims and demands whatsoever which may arise as a result of the hire.

#### **Health and safety**

32. Fire evacuation procedures and other health and safety procedures will be imparted to the hirer and must be adhered to throughout the hire. This includes not exceeding the maximum room capacity. Foyers, common entrance areas and stairs should be kept clear at all times.

#### **General restrictions**

33. To protect the fabric of the historical building, and to comply with licensing regulations we do not permit the use of pyrotechnics, confetti, water cannons, smoke machines or flames, or any such like related item/s.
  - 33.1 Smoking/E-cigarettes are not permitted within the premises.
  - 33.2 Flower arrangements must take appropriate precautions to avoid stains by removing stamens.
  - 33.3 Red wine, dark sherry and similar drinks may only be served as part of a sit down meal.
  - 33.4 Dogs (except Guide and Hearing Dogs) are not permitted inside Valentines Mansion.
  - 33.5 Children must be suitably supervised by an adult at all times.
34. Valentines Park is a no drinking zone. Alcohol may only be consumed in the immediate vicinity of the Mansion, ie under the curved carriage entrance (known as the porte cochère) or the terraced area, unless a separate licence has been applied for via the Mansion.
35. Rooms and common areas must be left clean, tidy and undamaged in any way to any part of the fabric, fixtures or fittings. All hirers (inclusive of subcontractors) equipment and refuse must be removed in entirety from the premises by the end of the hire time.

36. Complaints must be made in writing, to the House and Visitor Operations Manager, within 72 hours of an incident.

**Compliance with conditions**

37. The use of Valentines Mansion shall not be for any purpose other than that specified in the booking proposal form, or otherwise approved in writing by Valentines Mansion. Vision RCL will not tolerate any discriminatory or offensive behaviour by organisations or individuals. The hirer shall not use the premises to further the purposes of any organisation(s), group(s) or individual(s) whose objectives are in Vision RCL's opinion, detrimental to the promotion of equal opportunity for, and good race relations between, people who have a disability and people of different sexual orientation, age, nationality, race, religion or ethnic or national origin, or which otherwise conflict with the statutory duties of Vision RCL. Vision RCL shall, at its absolute discretion, cancel or terminate any hire if the Hirer, their guests or contractors breach this condition.
38. No public announcement (including through social media) shall be made concerning the hire before the hirer has received written confirmation of the booking and unless and until Vision RCL has given its prior written approval and all adverts and written marketing materials should bear the full name, address and contact of the hirer. Any charity activity must be advertised showing clearly which charity is to benefit and the charity registration number.
39. Vision Redbridge Culture and Leisure and Redbridge Council reserve the right for any of its members, authorised officers or agents to enter any of the rooms at all times. The Hirer's right of entry extends only between the times for which the room has been booked.
40. Vision RCL shall have absolute discretion as to the letting of the premises. If VRCL considers that injury/damage may be occasioned to its employees and/or premises, it will refuse to accept a booking and/or cancel future bookings.
41. Should the Hirer refuse, or fail to comply with these conditions and regulations or with any instructions conveyed to them by any of Vision's or the Council's authorised officers, (s)he and their guests may be excluded until (s)he complies with the same, but without relieving them of their obligations under these conditions.

**If you have any questions about these terms and conditions,  
Please e-mail [hiringvalentines@redbridge.gov.uk](mailto:hiringvalentines@redbridge.gov.uk) or call 020 8708 8100.**

**Large print or braille copies available on request**



## VALENTINES MANSION

### BOOKING FORM – Corporate Hire

Name of organisation:	
Type of business:	
Address:	
Postcode:	
Contact name:	
Position in organisation:	
Telephone:	
Mobile:	
E-mail address: Please tick here if you would prefer not to have your e-mail address added to our mailing list to receive our monthly e-newsletter. ( )	
Where did you hear about Valentines Mansion & Gardens?	

### HIRE DETAILS

Hire title:	
Date & time of hire:	
Number of delegates:	
Does any member of the group have special access requirements? <i>Please note: the house is fully accessible with a lift and ramp for both motorised and manual wheelchairs, but we regret that we are unable to allow large motorised scooters due to the delicate nature of the floors. We do have two manual wheelchairs which guests with motorised scooters would be welcome to use.</i>	

**ROOM(S) REQUIRED & LAYOUT** - Capacities and room layouts are detailed on the attached sheet together with hire charges. Please complete the table below with your requirements.

Room	Layout	Start time	End time	Total hire charge/day delegate charge
<b>Total charge for room hire</b>				£

### EQUIPMENT (and quantity) REQUIRED

Projector & Screen £18		Portable PA/CD System £20	
Portable Screen only £15		Lectern £15	
Deckchairs (x 20) £200		Flipchart/Whiteboard Stand £15	
<b>Total charge for equipment hire</b>			£

### REFRESHMENTS

	Cost	Quantity	Time(s) required (please note costs are per serving)	Total charge
Tea (for up to 10 people)	£9			
Coffee (for up to 10 people)	£10.50			
Biscuits (per person, per serving)	£1.50			
<b>Total charge for refreshments</b>				£

### CATERING REQUIREMENTS

Please tick here if catering is required and we will put you in touch with our caterers

**OR** We will be using external caterers (please note there is a charge for use of our kitchens)

<input type="checkbox"/>	
<input type="checkbox"/>	<b>£120 surcharge</b>

**TOTAL COST:**

Room Hire	£
Equipment Hire	£
Refreshments	£
Surcharge for use of external caterers (if applicable)	£120
<b>Total</b>	<b>£</b>

**PLEASE PROVIDE DETAILS OF THE FOLLOWING**

	Yes or No
Will you be selling goods?	
Will you be selling tickets or charging people to attend your event?	
Will there be separate stalls and if so, how many?	
Will you be advertising your event?	
Will the public be able to attend your event?	
Will you be playing music, records, tapes or CDs?	
Will there be live music?	
Who will benefit from any profits from your event?	

**SPECIAL REQUIREMENTS** *Please use this space to tell us of any special requirements you may have:*

Hire within Valentines Mansion does not guarantee access to the car park. Valentines Mansion neither operates or takes vehicle parking fees. The hire charge does not include vehicle parking fees. It is the hirer's sole responsibility to provide such information to attendees.

Hire are not confirmed until the booking form has been received and agreed with Valentines Mansion, and deposits received. Card Payments can be made by calling 020 8708 8100.

Please note that if your hire is less than three months from your booking date all fees are due upon booking. Please refer to Full Terms & Conditions for booking and payment information.

**Declaration**

I confirm I have read and understood Terms and Conditions of hire and booking information provided.  
I confirm that I am over the age of 18, and am authorised to book and make payment on behalf of the above named Company/Organisation.

Signed:	Date:
Print Name:	

## **Valentines Mansion Approved Caterers**

We have a fine selection of caterers for you to choose from. Simply contact them directly for full details of menus and pricing.

### **CATERERS**

#### **European Cuisine**

##### **Eden Fine Dining**

199 Hercules Road, London, SE1 7LD

Tel: 020 7803 1212

E-mail: [events@edencaterers.london](mailto:events@edencaterers.london)

[www.edencaterers.london](http://www.edencaterers.london)

##### **Boulevard Events**

1a Trowbridge Road, London, E9 5LD

Tel: 020 8533 3341

E-mail: [enquiries@boulevardevents.co.uk](mailto:enquiries@boulevardevents.co.uk)

[www.boulevardevents.co.uk](http://www.boulevardevents.co.uk)

##### **Mint Dining**

Tel: 0333 123 6468

Mob: 07960 564 895

[www.mintdining.co.uk](http://www.mintdining.co.uk)

##### **Faze Caterers**

Tel: 01268 460987

E-mail: [info@fazecaterers.co.uk](mailto:info@fazecaterers.co.uk)

[www.fazecaterers.co.uk](http://www.fazecaterers.co.uk)

#### **Indian Cuisine**

##### **Jalalabad**

992-994 Eastern Avenue, Ilford, IG2 7JD

Tel: 07833515150

E-mail: [info@jcuisine.co.uk](mailto:info@jcuisine.co.uk)

[www.jcuisine.co.uk](http://www.jcuisine.co.uk)

##### **Kanchans**

53-55 Perth Road, Gants Hill, IG2 6BX

Tel: 020 8518 9282

Email: [info@kanchansgroup.com](mailto:info@kanchansgroup.com)

[www.kanchansgroup.com](http://www.kanchansgroup.com)