



STRAWBERRY HILL
Horace Walpole's Gothic Castle

STRAWBERRY HILL HOUSE
268 Waldegrave Road, Twickenham, TW1 4ST
Tel: 0208 744 1241 www.strawberryhillhouse.org.uk

Availability of all rooms on Thursdays/Fridays during 1st April – 31st October
Availability all week from 1st November – 31st March

Please complete appropriate sections and sign

Date	Day of the week	Time of Hire	Number of Delegates

Room required:	Capacity	Please Tick
Walpole Lecture Room	Theatre 30 Boardroom 20	
Waldegrave Classroom	Theatre 40 Boardroom 20	
Great Parlour	Theatre 50 Boardroom 20	
Library	Theatre 50 Boardroom 20	

Equipment Required:	Please Tick
OHP	
Video Presentation	
Wifi access	
Flip Chart	
Pens & Paper	
Break out rooms required	
Any other equipment required:	

Refreshments Required: Provided by The Committee of Taste	Time/how many:
Coffee/Tea on arrival	
Mid Morning Coffee/Tea	
Lunch required	
Afternoon Tea/Coffee	

TOTAL CHARGES

50% deposit received:	Received:
Balance remaining:	Received:

NAME OF HIRER:

ORGANISATION :

ADDRESS:

CONTACT NOS :: **E-MAIL...**.....

Please tell us how your heard about Strawberry Hill House

I agree and accept the terms and conditions of hire:

Signed:Date:

Valerie Beard

Functions Manager

Strawberry Hill House

268 Waldegrave Road

Twickenham TW1 4ST

Tel: 0208 744 1241

Valerie.beard@strawberryhillhouse.org.uk

TERMS AND CONDITIONS OF HIRE FOR CONFERRING/MEETINGS/AWAYDAYS

1. **Conferences/Meeting/Awayday:** Provisional bookings can be held for 14 days without commitment. The Strawberry Hill Trust will only confirm bookings for hire of venues after receiving a non-returnable deposit of 50% of the fee. Cancellations made up to 14 days prior to the event will incur a further 20% of the fee, up to 7 days a further 50%.
2. Confirmation of an event booking will be issued upon receipt of a signed copy of these terms and conditions and the booking form, and a cheque or credit card transaction to the value of the non-returnable deposit.
3. The final balance is due two months before the event – the Functions & Marketing Manager will contact you to request payment.
4. Opportunities for hire only exist when the house is closed to the public. Timings can be discussed at the site visit with the Functions & Marketing Manager by phone or in person
5. The Walpole Lecture Room and Walpole Classroom have integrated A/V resources and wifi access
6. The Library and the Great Parlour can be equipped with A/V resources and wifi access– please advise the Functions Manager of your requirements in advance.
7. Where a conference/meeting/away takes place guests must vacate the premises by 6pm
8. Delegates are welcome to use the grounds for leisure or team building activities
9. No smoking is permitted within any of the rooms of Strawberry Hill House.
10. **Catering:** All catering is carried out by our resident caterer – Cloisters Coffee House. Please contact Emily Bunce – emily_bunce@yahoo.co.uk – 0208 744 1241 to discuss your individual requirements.
11. **On the day:** a member of our team will be on hand throughout the day to help co-ordinate the event and our staff.
12. The Strawberry Hill Trust is not bound to accept all or any requests for bookings.
13. It should be noted that from time to time, essential conservation work might alter the appearance of the building. If Strawberry Hill House is required to cancel a booking for any reason, any payment made to Strawberry Hill House for that booking will be repaid in full. In addition the Functions & Marketing Manager will assist the hirer to find an alternative venue.

**Further information on hiring the house can be found at
www.strawberryhillhouse.org.uk/hire.php**

I have read and accept these terms and conditions:

Name: _____

Date: _____

Date of hire: _____