

**The Strawberry Hill Trust** Strawberry Hill, 268 Waldegrave Road, Twickenham, TW1 4ST  
0208 744 3121 [www.strawberryhillhouse.org.uk](http://www.strawberryhillhouse.org.uk)

**Trustees** Michael Snodin, Roger Hackett, Terry Smith, Stephen Clarke, Charles Henderson,  
Valerie Humphrey, Andy Ganf, George Hunter, Carole Patey, Catherine Porteous, John Reeve,  
Nicholas Smith, Lord Waldegrave of North Hill



Thank you for your enquiry regarding the hire of Strawberry Hill House. The Gallery can accommodate up to 75 guests for private dining in the gallery, 40 guests in the Library & Great Parlour and café. The Round Drawing Room and the Great North Bedchamber seat 30 guests.

The cost of hiring the Gallery for dinner/reception is £1,750. The Library and Great Parlour is £1,250, the Round Drawing Room and Great North Bedchamber £1,200. The café is £1,200 per evening. This will include:

- The use of the room for an hour beforehand for delivery of flowers, musicians and caterers
- Room set up – use of chairs/tables
- Use of Gardens for photographs/drinks
- Dedicated Co-ordinator to assist and advise before and on the day
- Provision of leaflets on request to be included with your guests invitations including a location map

Private hire is only permitted during hours that we are closed to the public – please see the attached Room Hire Policy which outlines times permitted for hire during our summer and winter opening times.

Please note that due to the fragile nature of Strawberry Hill House we regret that no flowers containing pollen or berries, candles or any type of confetti are allowed inside, or outside the building. Please also note that due the delicate nature of the floors we request that guests do not wear stilettos heels, we also do not allowing dancing in any part of the house.

You must use our preferred caterers from our list of suppliers, we can also recommend florists, musicians and photographers but are happy to work with those companies you may have already selected – however, a site visit beforehand is compulsory.

If you would like to arrange a site visit or wish to discuss your requirements further please do not hesitate to call me  
0208 744 1241

Kind regards

Valerie Beard

Functions & Marketing Manager

[www.strawberryhillhouse.org.uk](http://www.strawberryhillhouse.org.uk)

0208 744 1241

## **STRAWBERRY HILL HOUSE – PRIVATE DINING - 2015 PRICES**

### **ROOMS AVAILABLE FOR HIRE:**

Gallery: (Licensed for Civil Ceremonies) (ceremony/theatre 95, dinner 75)

Library: (theatre 50, dinner 40)

Great Parlour: (theatre 50, dinner 40)

The Round Drawing Room: (Licensed for civil ceremonies) (theatre 40, Dinner 30)

The Great North Bedchamber: (theatre 40, dinner 30)

Cloisters Coffee House: (dinner 40)

Walpole Lecture room: (theatre 30)

Waldegrave Classroom: (theatre 40)

### **PRIVATE DINING – 2015 PRICES**

#### ***GALLERY***

£3,000 per day (9am – 6pm, 1<sup>st</sup> November to 31<sup>st</sup> March only)

£1,500 per half day hire (9am – 1pm) (2pm-6pm) (6pm-11pm) Weekday evenings (excluding Friday)

£1,750 per evening (5.30pm – 11pm)

#### ***LIBRARY/GREAT PARLOUR***

£1,000 per day (9am – 6pm, 1<sup>st</sup> November to 31<sup>st</sup> March only)

£1,250 per evening (5.30pm – 11pm)

#### ***THE ROUND DRAWING ROOM***

£1,000 per day (9am – 6pm, 1<sup>st</sup> November to 31<sup>st</sup> March only)

£1,200 per evening (5.30pm – 11pm)

#### ***GREAT NORTH BEDCHAMBER***

£1,000 per day (9am – 6pm, 1<sup>st</sup> November to 31<sup>st</sup> March only)

£1,200 per evening (5.30pm – 11pm)

#### ***WALPOLE LECTURE ROOM***

£600 per day or part of a day (9am – 6pm)

£400 per evening (5.30pm – 11pm)

#### ***WALDEGRAVE CLASSROOM***

£600 per day or part of a day (9am – 6pm)

£400 per evening (5.30pm – 11pm)

#### ***CLOISTERS COFFEE HOUSE***

£1,000 per day (9am – 6pm, 1<sup>st</sup> November to 31<sup>st</sup> March only)

£1,200 evening (5.30pm – 11pm)) including lawn usage

A 50% discount will be given to charities or public bodies wishing to hire the education centre for meetings or conferences. This amounts to a charge of £400 per day for both education rooms.

## *IMAGES OF ALL THE PRIVATE DINING ROOMS*



### **GALLERY**

Maximum capacity 75 guests seated on round tables  
50 guests on trestle tables



### **GREAT PARLOUR**

Maximum capacity 40 round tables  
30 guests on trestle tables



### **LIBRARY**

Maximum capacity 40 guests round tables  
30 guests trestle tables



### **ROUND DRAWING ROOM**

Maximum capacity 30 guests round tables



### **GREAT NORTH BEDCHAMBER**

Maximum capacity 40 guests round tables



### **GREAT CLOISTERS COFFEE HOUSE**

Maximum capacity 40 guests using café furniture

## GENERAL BOOKING CONDITIONS

- i. These terms and conditions form the basis of the booking between the Hirer and Strawberry Hill Trust (the venue). The venue will not enter into, accept or sign any third party's terms and conditions. The Terms and conditions will not be varied except in writing and agreed by both parties.
- ii. The venue reserves the right to decline any Booking or part thereof at any time without liability.
- iii. The venue will not accept Bookings of a political nature. It is the Hirer's responsibility to declare the nature of the booking in advance.
- iv. All bookings must be made by an eligible Hirer (solvent individual, freelancer or company able to trade in the UK) who shall be the contracting party for the purposes of the Booking made with the venue.
- v. All bookings are provisional until confirmed by receipt of a 50% deposit AND a signed Booking Form agreeing to these terms and conditions of hire from the venue, before the due date as agreed.

### 1. BOOKING DEPOSITS

- i. Provisional bookings can be held for 14 days without commitment.
- ii. The Strawberry Hill Trust will only confirm bookings for hire of venues after receiving a non-returnable deposit of 50% of the hire fee. Cancellations made up to 14 days prior to the event will incur a further 20% of the fee; up to 7 days' notice a further 50%.

### 2. CONTRACTED ACCESS TIME

- i. All areas of rooms within the venue to which Hirer has been granted access, including agreed access times, are detailed on the booking form.
- ii. The Hirer must arrive and vacate by the agreed time, as stated on the booking form. **Failure to adhere to the agreed times will incur additional charges – over-running will be charged at £500 per hour and £250 per half hour. Private dining must finish by 11pm.** In the event of unauthorised over-running (after the verbal warning from the Functions Manager) the venue withholds the right to interrupt the Hire, cut the power supply and exclude hire and third parties from the Venue. If this occurs the Venue will charge additional charges to the Hirer accordingly.

- iii. Use of the room(s) details on the Booking Form does not imply any right to use any other part of the building, for deliveries and/or storage, or the option for guests to look around the other historic rooms
- iv. Arrangements can be made for guests to view the other historic rooms of the house during an event, at an extra charge – the Functions Manager can advise you of the options/charges.

### **3. EQUIPMENT SET UP**

- i. The venue will take appropriate measures, within our control, to supply lights and equipment in good working order; see technical information for details).
- ii. The Hirer agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be made to the Hirer's account.
- iii. Access to the venue for your suppliers must be negotiated directly with us.
- iv. Where the Hirer is providing their own electronic equipment, the Hirer agrees to Annually PAT test all the equipment before Installation. If the equipment is found to be not PAT tested, the Venue will have the equipment PAT tested at a cost of £25 per item
- v. The venue must be clear of all the Hirer's property by the time stated on the Booking Form. Failure to comply with this may result in the Venue disposing of the property and charging the Hirer for expenses.

### **AMENDMENT, CANCELLATION AND TERMINATION**

- i. All deposits are non-refundable
- ii. The venue will acknowledge receipt of all the amendments/cancellations/terminations in writing via letter/e-mail to the Hirer indicating whether the amendments/cancellation/termination has been accepted.
- iii. If a confirmed booking is postponed, transfer of the deposit against the cancellation fees may be agreed at the sole discretion of the Venue.
- iv. The Venue properly and reasonably reserves the right to cancel or terminate wholly or in part any booking at any time and for any reason including, but not limited, to the following:
  - The Hirer becomes bankrupt or insolvent or enters into liquidation or receivership
  - If the Hirer is more than 30 days in arrears in respect of payments due to the venue in respect of previous and/or current bookings or part(s) thereof.

- If the booking, in the Venue's reasonable opinion, prejudice the reputation of the Venue.
- If the behaviour of the Hirer/guests/delegates (whether as individuals or as a group) is deemed by the Venue to be unacceptable. Partial termination could result in delegates being asked to leave the Venue.
- If the activity of the Hirer/guests/delegates (whether as individuals or as a group) breaches Fire/Health and Safety or any legislation in any other way or deemed unsafe for staff or the public.

Any such amendment/cancellation /termination shall be without prejudice to any right of action of the Venue in respect of non-payment or any breach of terms and conditions.

- vi. Force majeure. If due to an event beyond its control, the Venue is (in its opinion) unable wholly or substantially to perform its obligations to a Hirer, the payment made in respect of the Booking to the Hirer would be returned.

#### 4. CATERING

- i. All catering will be carried out in-house by our experienced catering team or a caterer from our approved list (**approved list of supplies follows from the end of this contract**). All charges, terms and conditions regarding catering, alcohol and any other services are in addition to the venue fee.
- ii. Catering bookings: All payments with regard to catering arrangements are to be made directly with the caterers
- iii. Corkage fee applies in most cases and must be discussed with the Caterer – in some exceptional cases corkage fee will not apply – this is to be discussed with the Functions Manager at the time of booking. Corkage £8 sparkling wine/champagne, £6 wine per bottle.

#### 5. LIABILITY AND INSURANCE

- i. To the fullest extent permitted by law the Venue shall not be liable for any loss or damage to property of the Hirer or their guests/delegates
- ii. If insurance is deemed necessary, the Hirer will provide to the Venue on request full details of any insurance obtained.

## **6. USE AND CARE OF THE VENUE/PROPERTY AND PREMISES**

- i. The Venue and any additional services requested may only be used for the purpose(s) for which they are hired.
- ii. Smoking or naked flame is not permitted anywhere in the Venue. The Hirers/guests/delegates are asked to refrain from smoking outside the main entrance door.
- iii. Flowers containing pollen are not permitted in the Venue. Flower arrangers must remove stamens off-site. Berries and soft fruit are not permitted within the arrangements.
- iv. Stiletto heels may not be worn in the Venue.
- v. The Hirer and their guests/delegates are responsible for any wilful or negligent loss and/or damage to the Venue, furniture and equipment. Any costs of making good will be charged to the Hirer. The Functions will check the area before and after the event to note any damage. We encourage you as the Hirer to allocate a member of your party to accompany the Functions Manager during the inspection.
- vi. All furniture and equipment has been inventoried and may not be transferred between rooms without prior agreement to the venue.
- vii. No notices, decorations or signs may be attached to the fabric of the Venue without prior agreement of the Venue. Under NO circumstances can tape, staples, or any fixing be attached to the pillars, railings, walls or balconies. Where appropriate the aforementioned will be removed without warning. Subsequent costs of making good any damage will be charged to the hirer.
- viii. Health and Safety incidents or Accidents are to be reported to the Duty Manager/Functions Manager.
- ix. Rules, regulations, technical advice or any other requests made during the running of an event by the Duty Manager/Functions Manager should be adhered to.
- x. Hirers are responsible for guests and their behaviour and welfare.

## **7. HIRER/GUEST CONDUCT AND THIRD PARTY RIGHTS**

- i. The Hirer and guests/delegates must conduct themselves in a responsible manner with due consideration to any other guests/delegates.
- ii. The hirer and their guests/delegates must refrain from any behaviour, which would bring the venue into disrepute or cause discomfort to others.

- iii. The Venue is grade I listed building. All Hirers/guests/delegates are asked to respect his environment.
- iv. The Hirer has an obligation to tell all guests/delegates about these terms and conditions give those details and ensure they comply with them. It is a condition of the Booking that the Hirer accepts the terms and conditions and has made all guests/delegates who are party to the Booking aware of them. Each guest/delegate must individually agree to comply with the terms and conditions. The Venue will enforce the terms and conditions against guests/delegates individually where relevant

## **8. COMPLAINTS AND DISPUTES**

In the first instance any problems or complaints relating to the Venue, additional services or these terms and conditions should be referred to the Venue, (through the Functions Manager/Duty Manager) during the event and followed up by email or phone call to the Director. The Hirer/guest/delegate may be required to make a formal written complaint prior to any formal investigation.



## CATERING:

All catering will be carried out in-house by our experienced catering team, or caterers from our preferred suppliers list.

All charges, terms and conditions regarding catering, alcohol and any other services are in addition to the venue fee.

<b>Cloisters Coffee House</b> In-house Caterers	Emily Bunce	Emily_Bunce@yahoo.co.uk	0208 744 1241
<b>Party Ingredients</b> London E14	James Murphy	<a href="http://www.partyingredients.co.uk">www.partyingredients.co.uk</a>	0207 517 3500
<b>Refectory Catering</b> Surrey	Martin Steel	<a href="mailto:martinsteel@therefectory.net">martinsteel@therefectory.net</a>	07742 524938
<b>Penelope Dupre Catering</b>	Penny Dupre	<a href="http://www.pdcuisine.co.uk">www.pdcuisine.co.uk</a> <a href="mailto:penelopedupre@gmail.com">penelopedupre@gmail.com</a>	0208 878 4767 07956 401 666
<b>The Clay Oven</b>	Balinandra	<a href="mailto:Balinandra@clayoven.com">Balinandra@clayoven.com</a> 197 Ealing Road Wembley HA0 4LW	0208 903 8800 <a href="mailto:enquiry@clayoven.com">enquiry@clayoven.com</a>

## RECOMMENDED SUPPLIERS – STRAWBERRY HILL HOUSE

<b>PHOTOGRAPHERS</b>		
Maria De Faci	<a href="http://www.mariadefaci.com">www.mariadefaci.com</a> info@mariadefaci.com	07919 582008
Hans Dhillon	<a href="http://www.hdweddingphotos.com">www.hdweddingphotos.com</a> info@hdweddingphotos.com	07980 559 245
Nick Tucker	<a href="mailto:nick@nicktuckerphotography.com">nick@nicktuckerphotography.com</a> <a href="http://www.nicktuckerphotography.com">www.nicktuckerphotography.com</a>	07816 328 986
Simon Pope	<a href="http://www.neunveiled">www.neunveiled</a>	07879 883505 01932 830877
Angela Barnes	<a href="http://www.angelabarnesphotography.com">www.angelabarnesphotography.com</a>	07796 448299
Gail Fogarty	<a href="http://www.gailfogarty.co.uk">www.gailfogarty.co.uk</a> photos@gailfogarty.co.uk	07803 004066
Cathy Hurley	<a href="http://www.earlybirdphotography.co.uk">www.earlybirdphotography.co.uk</a>	0208 898 1841

<b>FLORISTS</b>		
Divine Flowers	<a href="http://www.divine-flowers.co.uk">www.divine-flowers.co.uk</a>	07817 563 098
Nix Flowers	info@nixflowerstudio.co.uk	0208 894 4581
Rose & Petal	<a href="mailto:Kathleen.greney@yahoo.co.uk">Kathleen.greney@yahoo.co.uk</a> <a href="mailto:Stephentague@btinternet.com">Stephentague@btinternet.com</a>	07901 780463 07881 1622559

<b>MUSICIANS</b>		
Gina MacKey	Harpist	0208 993 0639
Park Players	String Quartet	0208 693 5434
Byron Johnston	Contemporary Acoustic Guitar	07813 195588
The Deller Quartet	Helen Stanley	07968 872432
Clare Mee	Singer – <a href="http://www.claremee.com">www.claremee.com</a>	0208 442 4437
Greg Waller	Highland Piper	01727 843446
Carl Herring	Spanish/Classical Guitarist	07946 845575
John Hickman	<a href="mailto:info@johnhickmanmusic.co.uk">info@johnhickmanmusic.co.uk</a> Piano	

**Strawberry Hill House**  
**268 Waldegrave Road, Twickenham, TW1 4ST**  
**Tel: 0208 744 1241 [www.Strawberryhillhouse.org.uk](http://www.Strawberryhillhouse.org.uk)**  
**Please complete appropriate sections and sign**

Date	Day of the week	Time of Hire	Number of guests (maximum 75)

**2015 CHARGES FOR PRIVATE DINING:**

Dining – Gallery Fridays & Weekend	£1,750
Dining – Gallery weekdays	£1,500
Library/Great Parlour	£1,200
Round Room/Great North Bedchamber	£1,200
Cloisters Coffee House (including lawn usage)	£1,200
<b>EVENT:</b>	

**TOTAL CHARGES**

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

**NAME OF HIRER:** .....

**ADDRESS:** .....

**CONTACT NUMBER:** ..... **E-MAIL** .....

Please tell us how your heard about Strawberry Hill House .....

**I agree and accept the terms and conditions of hire**

Signed: ..... Date: .....