



## Meeting room hire information pack

### New River Studio

#### How to book

Bookings can be made through the online booking form:

<https://outlook.office365.com/owa/calendar/WoodberryWetlands2@wildlondon.org.uk/bookings/>

Please read through the information pack fully before you book.

*Bookings made on this webpage are provisional until confirmed by LWT. We may decline booking requests if they are for an activity which duplicates an LWT activity, or which is likely to disturb or disrupt the nature reserve or another planned activity.*

#### Hire Times and Fees

- Available Monday-Friday
- Half day 9.30am-12.30pm or 1.00pm-4.00pm: **£150 (+VAT)**
- Full day 9.30am-4.30pm: **£350 (+VAT)**

Set up and break down is included in the hire time. The New River Studio will not be available outside of your booking time. Booking time coincides with site opening and closing times, or other available booking slots, and therefore cannot be earlier or later than specified.

#### Facilities

- Hire of the studio includes coffee & tea making facilities, bathroom, use of kitchenette, meeting facilities (Wi-Fi, overhead projector, white board & flip chart) and configurable furniture.
- Please note that you will need to supply your own laptop computer and flip chart paper if required.
- Suitable for corporate meetings, private clubs, classes, workshops, training events and team building days – The studio is not suitable for commercial activity for your organisation. If you are looking to host an event of which you offer tickets available to the public and third parties, do get in touch to discuss further.
- Teas/coffees and biscuits are inclusive of all week day meeting room hires.

#### Capacity

The studio is 50 square metres in size and has 12 tables and 40 chairs which may be configured in rows, conference style, blocks and as individual desks. There are also picnic tables which guests may use in the private garden.

- Seated Capacity Studio: 40
- Seated Capacity Garden: 30

## Location and Transport

- **Location:** The New River Studio is located at 1 Newnton Close, London N4 2RH and accessed via Woodberry Wetlands' East entrance at Newnton Close & Bethune Road [MAP](#)
- **Underground:** The closest tube station is Manor House on the Piccadilly Line which is an 8 minute walk from Woodberry Wetlands main entrance. From the tube station exit, follow Seven Sisters Road in an Easterly direction to Woodberry Grove which is the next traffic light. Turn right on Woodberry Grove and the New River path and Woodberry Wetlands main entrance is on your left hand side just past the shops and high rise buildings.
- **Bus:** The nearest bus stops are Bethune Road (Eastbound Bus Stop T and Westbound Bus Stop W served by bus routes: 253 & 254) and Amhurst Park (Eastbound Stop S served by bus routes 259 and 279).
- **Parking:** There is no public parking at Woodberry Wetlands. The closest unrestricted street parking is on Bethune Road on the East side of the reserve. Metered street parking is available on the surrounding streets and controls are in operation 8:30am – 6:30pm. Be sure to check the Arsenal Football Club home schedule as additional parking restrictions may apply on these days.

## Catering

Small catering packages are available from our onsite Coal House café team, served up to 30 persons in the New River Studio, or up to 12 persons dining in the Coal House Cafe. Please see further in this document for options.

Larger catering can be ordered from one of our approved caterers, please ask to see the list if this of interest to you.

Alternatively, you are more than welcome to bring your own catering for your event, however please note that there are no cooking facilities in the New River studio venue, and limited refrigeration space. You will also need to provide your own serve ware, crockery, napkins etc., as kitchen facilities in the studio are limited.

## Guided Tours for Meetings

A guided tour with one of our team is a great way to explore the full site, and learn about the wildlife and history of Woodberry Wetlands.

### Costs

- 2 hour session: £5 (+VAT) per person, for a minimum of 12 persons, to a maximum of 30 persons.

Please note that tours are subject to availability of a tour leader. These prices are only for tours booked alongside the hire of the New River Studio. For standalone tours the cost is £10 (+VAT) per person, for a minimum of 12 persons, to a maximum of 30 persons.

## Rules and regulations of hire

Please note that space is offered as a community opportunity for your internal team use, and not for commercial activity for your organisation. If you are looking to host an event of which you offer tickets available to the public and third parties, do get in touch to discuss further. We may decline booking requests if they are for an activity

which duplicates an LWT activity, or which is likely to disturb or disrupt the nature reserve or another planned activity.

Because we are a nature reserve, there are a few site rules at Woodberry Wetlands that you must comply with for your meeting or event in the New River Studio:

### Site rules

- There is no smoking on the reserve at any time.
- **No dogs** on the reserve except registered assistance dogs.
- Visitors must keep to the paths and designated public areas, as to not disturb the habitat
- Children under 16 must be supervised by a parent or guardian at all times.
- Alcohol is permitted in the New River Studio and attached garden during hire ONLY. As the rest of the reserve is open to the public, our no alcohol policy applies.
- The New River Studio is not a licensed venue and therefore alcohol cannot be sold.
- No refuse can be left on site from your event without prior arrangement with London Wildlife Trust.

### Room hire rules

- Set up and break down is included in the hire time. The site opens at 9:00am and closes at 4:00pm in winter, and 4.30pm in summer. The New River Studio will not be accessible before 9.30am and must be vacated by 4.00pm (half day afternoon hire) or 4.30pm (full day hire).
- All decorations must be within the New River Studio. Only bunting is permitted for outside decorations.
- Decorations that could disperse into the nature reserve and potentially harm wildlife are not permitted for use on site. **No balloons**, paper streamers, piñatas, confetti, or any items with small plastic parts
- Bringing your own catering is permitted, however the refuse must be disposed of off-site.
- Tents/gazebos are permitted within the garden space attached to the studio ONLY. Dimensions have to be provided and agreed upon beforehand.
- Structures such as bouncy castles and inflatable paddling pools are not permitted.
- LWT is not able to provide any tools or construction materials for the setup of the party.
- Animals are not permitted on the reserve, either as pets or entertainment. Assistance dogs are permitted.
- The gated access point at the bottom of the garden is for access to staff and volunteers ONLY.

Site staff reserves the right to refuse use of and/or remove items, and refuse entry and/or ban from site, to comply with regulations listed.

### Payment

- Payment is by invoice which will be sent just before or after your event, and must be paid within 30 days.
- Invoices will be raised via the email provided on your booking form through our finance team.
- If you wish to pay by cheque, please wait until you have received your invoice, which will include the correct address to send payment to.
- Please do not bring cash payment on the day with you, as it will not be accepted.

### Cancellations and postponed sessions

- If you need to cancel your booking, please inform us at least five working days in advance of the date and you will receive a full refund of your booking payment. If you do not cancel in advance you will be charged a non-negotiable admin fee of £50 (+VAT).
- If you need to reschedule your booking, please inform us at least five working days in advance of the date. Sessions not rescheduled in advance will also be charged an admin fee of £50 (+VAT).

- Sometimes sessions will need to be postponed or cancelled at short notice because of unforeseen circumstances (e.g. extreme weather conditions). If this occurs, your session will be rescheduled to a later date without incurring any admin fees. Sessions will be fully refunded if you are unable to reschedule.

## Discounts

London Wildlife Trust is a charity dedicated to protecting London's wildlife and wild spaces. All profits from the private hires and events we run at Woodberry Wetlands are invested into London Wildlife Trust's conservation work and the ongoing care of its nature reserves, and to continue free public access to the Wetlands.

We can offer a 10% discount to fellow charities (registered charities only), this is for room hire only. Your registered charity number is required on the booking form. Also the email address provided for your invoice must be for the finance team at the charity (the booking cannot be sublet to another party).

Our Investors in Wildlife, and Corporate or Business Partners receive a 10% discount on room hire.

The Royal Society of Wildlife Trusts and fellow Wildlife Trusts receive a 20% discount on room hire.

## New River Studio and Garden Images





## **In-house Catering Menu**

In-house catering options are below, costs are in addition to venue hire fee. Catering is available Monday-Friday, subject to availability. Catering can be served up to 30 persons in the New River Studio, or up to 12 persons dining in the Coal House Cafe

### **Menu A @ £15.00 per head (inc VAT)**

#### ***Full Selection***

##### **Selection of Sandwiches on sliced wholemeal sourdough with Kettle vegetable crisps:**

Cheddar & Homemade Tomato Chutney (v)

Roasted Red Pepper with Humous & Black Olive Tapenade (ve)

Cucumber & Cream Cheese (v)

PLUS

##### **Fruit Platter (ve):**

*Selection of Fresh Fruit: Bananas / Apples / Oranges / Grapes*

PLUS

##### **Veg Stick Platter (ve):**

*Hummus & Tzatziki Dips with a Selection of Veg sticks: Carrots / Celery / Cucumber / Sweet Red Peppers*

PLUS

##### **Small Sweet Bites Selection:**

Mini Chocolate & Orange Brownies (gf) / Mini Vegan Rocky Roads (ve) / Carrot Muffins (v) / Mini Flapjacks (v)

### **Menu B @ £12.50 per head (inc VAT)**

#### ***Sandwiches & Healthy Bites***

##### **Selection of Sandwiches on sliced wholemeal sourdough with Kettle vegetable crisps:**

Cheddar & Homemade Tomato Chutney (v)

Roasted Red Pepper with Humous & Black Olive Tapenade (ve)

Cucumber & Cream Cheese (v)

PLUS

##### **Fruit Platter (ve):**

*Selection of Fresh Fruit: Bananas / Apples / Oranges / Grapes*

PLUS

##### **Veg Stick Platter (ve):**

*Hummus & Tzatziki Dips with a Selection of Veg sticks: Carrots / Celery / Cucumber / Sweet Red Peppers*

## **Menu C @ £10.00 per head (inc VAT)**

### ***Sandwiches & Sweet Bites***

**Selection of Sandwiches on sliced wholemeal sourdough with Kettle vegetable crisps:**

Cheddar & Homemade Tomato Chutney (v)

Roasted Red Pepper with Humous & Black Olive Tapenade (ve)

Cucumber & Cream Cheese (v)

PLUS

**Small Sweet Bites Selection:**

Mini Chocolate & Orange Brownies (*gf*) / Mini Vegan Rocky Roads (*ve*) / Carrot Muffins (v) / Mini Flapjacks (v)

## **Menu D @ £7.50 per head (inc VAT)**

### ***Sandwiches ONLY***

**Selection of Sandwiches on sliced wholemeal sourdough with Kettle vegetable crisps:**

Cheddar & Homemade Tomato Chutney (v)

Roasted Red Pepper with Humous & Black Olive Tapenade (ve)

Cucumber & Cream Cheese (v)

**\* *v (vegetarian), ve (vegan), gf (gluten free)***

#### **PLEASE NOTE:**

- **The whole order must be from the same menu.**
- **Minimum order for free delivery to New River Studio is £100.**
- **Final confirmation of number of heads must be provided at least 10 days in advance of your visit.**

*New River Studio catering includes paper plates, napkins & cutlery & coffee/tea making facilities.*