

London Wildlife Trust: Woodberry Wetlands

Hire Pack: Coal House

Thank you for your interest in hire of Woodberry Wetlands for your event or celebrations.

The Coal House, and Woodberry Wetlands, are managed by London Wildlife Trust. The Coal House is a lovingly restored 19th century, Grade II listed, brick building, featuring contemporary interior design, muted tones and bespoke handmade furniture and fittings.

The rooftop patio offers panoramic views over both the East and West Reservoirs. Bright and open, the interior space is a versatile space, perfect for receptions, private dining, launch events, talks and meetings.

It is also a registered wedding venue with local registrars, so makes an ideal venue for weddings.

Hires at the Coal House also offer exclusive private access to its surrounding waterside terraces and garden, offering a truly unique space with marvellous views of the wetlands.

Once you have had chance to review the below information, please do get in touch, we'd be delighted to discuss your options further.

Thank you,

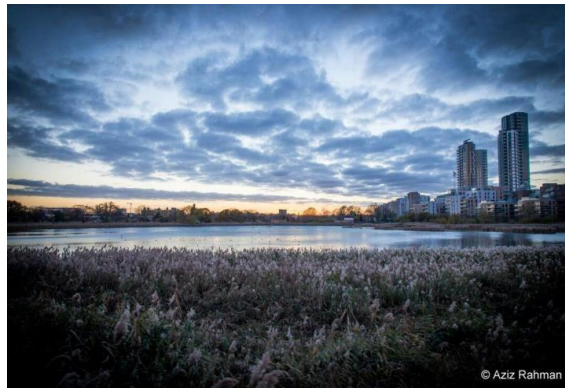
The Woodberry Wetlands Events team

events@woodberrywetlands.org.uk
www.woodberrywetlands.org.uk

Imagery



Boardwalk Main Entrance, Woodberry Wetlands



Woodberry Wetlands



Coal House, Woodberry Wetlands



Coal House with Awning, April-October



Coal House Roof Terrace, Woodberry Wetlands



Coal House Interior



Coal House Interior, Ceremony Layout

Capacities and Hire Rates

Venue Capacities

Coal House	Capacity			
	Seated Dining	Standing Reception	Ceremony	With Canopy or Marquee
	50	80 (70 with furniture)	80	150

Venue Hire fees

Coal House	Guest numbers <i>up to</i>	Hire Period (Times guests present)	Hire fee <i>excluding VAT</i>	Hire fee <i>including VAT</i>
Evening Hire	80	19:00 - 00:00	£1,300	£1,560
	150	19:00 - 00:00	£2,700	£3,240
Full Day Hire*	80	12:00 - 00:00	£5,350	£6,420
	150	12:00 - 00:00	£6,750	£8,100
Full Day reduced rate Monday - Thursday	80	12:00 - 00:00	£4,350	£5,220
	150	12:00 - 00:00	£5,750	£6,900
Time extension**		00:00 - 01:00	£400	£480

Capacity up to 150 guests includes canopy cover attached to Coal House April-October, to be used as additional space. During the months of November-March hire of a marquee or awning would be required to accommodate more than 80 guests.

* Includes closure of the Coal House café and exclusivity of west area of site

** Can be booked up to four weeks prior to event start date, and is subject to late license approval

Inclusive of the hire fee in an event manager, site steward, and bar staff

Canopy side panels, additional Marquee, equipment, beverages and catering in addition to hire fees
Set up and break down included, 1 hour prior to and following hire period listed above

Additional Elements

To assist with your planning, please consider that there are elements that would be at an additional cost to the venue hire and can be arranged bespoke for your event.

Due to the set-up of the venue, and the impact on the site, some suppliers must be selected from those designated by the events team.

Additional suppliers can be selected from your own choosing, but all must be approved by the events team to ensure they are suitable for the site, and suppliers will be required to agree to site terms and conditions. Please submit suppliers to the events team for checking and liaison of set up, before booking.

Set suppliers

Beverages will be supplied via the Coal House bar and can be arranged with your event manager. You can choose pre-payment options, or can opt for a cash bar. Please request our current bar menu to peruse the list of sommelier-selected wines, local craft beers, and popular spirits.

Please note that providing your own beverages, and 'corkage' is not permitted.

Marquees, tents and larger structures offering increased space for your guests, can be booked via your event manager. Due to their impact on the site these do need to be organised via the venue and cannot be booked by yourselves.

Throughout April-October, hire is inclusive of a semi-permanent awning canopy on the exterior of the building front, which can be used as additional space to accommodate up to 150 guests. Side panels are available to hire to create an enclosed marquee, at an additional cost.

In November-May, this canopy can be used, but installation fees will apply; plus, side panel charges if required. Additional marquees can also be installed on the lawn adjacent to the building.

Additional bathrooms are also an option for larger parties, as the venue has just two bathrooms. These must also be booked via the venue.

Catering for smaller reception events can be provided by the kitchen team at the Coal House, or for larger parties and celebrations, catering can be provided by our **approved catering suppliers**, please see the list below.

The approved catering team will need to supply serve-ware for their supply, including crockery and cutlery.

Suppliers of your choosing

Equipment including **furniture**, can be included with hire via the venue, or can be supplied by your approved caterer, or by yourselves from a supplier of your own choosing (subject to approval by the events team, and agreement to site terms and conditions).

Cakes can be supplied by a cake supplier not on the approved supplier list; however, the serving will need to be considered. There is no storage space available, with no pantry or refrigeration space available for a cake, plus the supplier would need to request access for delivery via your event manager.

Photographers and videographers, plus **entertainment** and **florists**, can be selected from a supplier of your own choosing (subject to approval by the events team and agreement to site terms and conditions).

Please note that due to venue size, plus sound level restrictions, larger bands, and those including drums or amplified guitars, are not suitable for the site. DJs are permitted inside the venue, from a supplier of your own choosing (subject to approval by the events team and agreement to site terms and conditions).

Please put all suppliers in contact with your event manager for checking of suitability, agreement of site terms, and liaison of set up before booking.

Equipment and Furniture

We have the following furniture available for use, included within the hire fee, upon request:



- 40 x rustic wooden painted chairs (shown in left picture)
- 10 x medium sized square tables (shown in left picture)
- 10 x small patio tables (shown in right picture)
- 20 x patio chairs (shown in right picture)
- 4 x infant highchairs
- 2 x patio heaters
- 1 x wooden easel
- 1 x single speaker PA system (suitable for background music)

Additional Furniture

For larger celebrations, or for a different look, furniture can be hired in at an additional cost. Round tables allow for larger capacities for dining in the space, and would need to be hired in at an additional cost.



Approved Suppliers & Caterers

Marquees, Tents, portable bathrooms and larger structural hire must be made via the venue.

Catering must be provided by one of our approved caterers, unapproved caterers cannot be permitted.

Our catering suppliers can accommodate a wide range of budgets, cuisines and catering styles, please contact them directly to gain quotes, and to discuss menu options.

Caterers			
	Social Pantry	www.socialpantry.co.uk	enquiries@socialpantry.co.uk 020 8871 1949
	Honey & Thyme	www.honeyandthyme.co.uk	honeyandthyme1@gmail.com 020 8617 9270
	Bread & Honey	www.breadandhoneyevents.co.uk	bookings@breadandhoney.net 020 8964 5255 02037358031
	Warburtons	www.warburtonscatering.com	paul@warburtonscatering.com 07717 683 651
	Crumble	www.crumblefood.co.uk/home	feedme@crumblefood.co.uk 07921 578 503 / 07885 575 276
	Sartirana & Lee, <i>plus Luminosa event design</i>	www.sartiranalee.com www.luminosa-events.com	sara@sartiranalee.com hello@luminosa-events.com 07814 729290
	Purple Grape	www.purplegrapecatering.co.uk	events@purplegrapecatering.co.uk 020 8453 3310
	Hand Made	www.handmadefood.com	events@handmadefood.com 020 8297 9966
	KERB	www.kerbfood.com	hannah@kerbfood.com 07771924301
	Soho Pizza	www.sohopizza.co.uk	info@sohopizza.co.uk 07917 822 227
	Paella Fella	www.paellafella.co.uk <i>(Spanish / Paella / Tapas)</i>	enquire@paellafella.co.uk 013 4277 7846
	Gallipoli	www.gallipolicafe.co.uk <i>(Turkish/Mediterranean)</i>	info@gallipolicafe.co.uk 020 7359 0630
	Wildes Cheese	www.wildescheese.co.uk	info@wildescheese.co.uk 07758 755 248

Approved Suppliers

You are welcome to select other suppliers, including florists, entertainment, photographers and equipment from your own choosing; however please do consider the below for a collection of suppliers who local or specialists in their field, and have worked events at Woodberry Wetlands before and know the location well.

All suppliers not already connected with London Wildlife Trust will be required to agree to the site terms and conditions to work at Woodberry Wetlands. It is recommended that you put your supplier in touch with the events team before booking, to ensure their supply is suitable for the site and venue.

Floral & Décor

	Worm	<i>Creative floral design studio based in East London</i>	www.weareworm.com hello@weareworm.com
Bloom + Burn London Florist	Bloom + Burn	<i>London based Studio specialising in floral styling, events and weddings</i>	www.bloomandburnflowers.com info@bloomandburnflowers.com 07969 952 087
WOODBERRY BLOOMS	Woodberry Blooms	<i>All profits from Woodberry Blooms go back into local community projects</i>	115 Woodberry Grove, N4 2SB (just a short walk from Woodberry Wetlands) hello@woodberrymblooms.com

Entertainment

	Wedding Smashers	<i>Bringing GOOD music to weddings since 2010</i>	info@weddingsmashers.com 0203 488 3284
	Beatnik Events	<i>Event organiser, promoter & music consultant specialising in alt acoustic music</i>	hello@beatnikevents.com www.facebook.com/BeatnikEvents
	Laura-Jayne Hunter	<i>Laura-Jayne is a singer and musician based in London, specialising in corporate events, weddings & functions.</i>	www.laurajaynehunter.com laura-jaynehunter@hotmail.com 07753333785
	The Photo Cabin	<i>The Photo Cabin offers nationwide event photo booth hire</i>	www.thephotocabin.co.uk 0203 868 6325 hello@thephotocabin.co.uk

Photography & Videography

	We Do Wedding Photography	<i>Wedding photographer London, UK, worldwide...</i>	wedweddingphotography.com info@wedweddingphotography.com 07796955382
Videography	Ovidijus Vilkauskas	<i>Experienced videographer ready to shoot your event, party</i>	

Equipment

	Wedding Smashers	<i>Bringing GOOD music to weddings since 2010</i>	info@weddingsmashers.com 0203 488 3284
	Ya Hire	<i>Yahire specialise in providing quality furniture hire and catering equipment hire for all types of events</i>	www.yahire.com info@yahire.com 0207 112 8511
	ECO	<i>ECO Furniture Hire are a leading furniture hire supplier based in London</i>	www.ecofurniturehire.co.uk 01992 711 600 contact@ecofurniturehire.co.uk
Alternatively, please hire tables, chairs and other décor via your approved caterer.			

Overview of the Conditions of Hire

London Wildlife Trust
The Coal House and Woodberry Wetlands is managed by London Wildlife Trust (LWT), a registered charity. Trading activities at the site are the responsibility of London Wildlife Ltd., a subsidiary of London Wildlife Trust. Registered Office – Dean Bradley House, 52 Horseferry Rd, Westminster, London SW1P 2AF
Booking Procedure
Applications for the use of any part of the Coal House, Woodberry Wetlands and its associated grounds, will be accepted only if the event is deemed appropriate and in keeping with the nature of the site. Those placing bookings must fully and fairly represent the purpose for which the venue is required. Any misrepresentations may result in cancellation of the event by the trust, with forfeiture of the deposit. Once accepted, bookings must be confirmed in writing and a 50% non-refundable deposit is required. The balance of the fee must be received 14 days before the event date.
Damage and Accident
The Hirer is responsible for leaving the building and site, including fixtures and fittings, in good order. The Hirer may be asked to demonstrate that they have third party liability insurance. London Wildlife Trust does not accept responsibility for any loss or damage to personal effects.
Catering
Responsibility for appointing and agreeing all catering arrangements lies with the Hirer. Caterers must be selected from the list of approved caterers supplied by the event manager. Venue size limitations require that caterers set up an external kitchen for their service; it is the responsibility of the hirer to ensure that this is supplied by the caterer, or to ensure a kitchen marquee is hired if required.
Entertainment
Responsibility for organising the entertainment required for the event lies with the Hirer. The Events Team will be happy to assist with suggestions and contact names if requested. All entertainment must be in keeping with the site, meet site sound restrictions, and be approved by the event manager before being booked by the Hirer. Decibel sound limitations consist of 80Db outside the building up to 21:00, and 90 dB inside the Coal House building (with doors closed) up to 00:00, or up to 01:00 where a late license is gained.
Equipment
The Hirer is responsible for providing all equipment required for the function such as chairs, tables, crockery, cutlery, tablecloths etc –some of which can be arranged with the event manager, all of which are available through the approved caterers.
Site Requirements
Please note that the Coal House is a Grade II listed building, and the Woodberry Wetlands site is a nature reserve. There are conservational requirements to be considered, including: -Loud music and dancing can only take place inside the Coal House building after 9pm -Use of the Roof terrace is weather dependant, and closes by 9pm -Onsite parking is not available -All suppliers must be approved to work on site, please refer to our approved suppliers list -Items that could potentially affect Wildlife, for example balloons, are not permitted
Contracts
Please note that full terms and conditions will be issued with the contracts for the booking.