



Millfield House Hire Information Pack

Millfield House offers a number of flexible spaces capable of meeting a wide range of needs at very competitive prices.

Whether it is a business meeting, training, a dance class or weekly group hire Millfield House can offer space and facilities to suit your needs, all located within a beautiful setting.

We offer a wide range of audio visual, performance and conferencing equipment.

We are also able to offer catering options dependent on the nature of your booking.

The 6 rooms for hire are: Strand, Ambassadors, Huxley, Bridport, Alyward, and Sawyer.

Contact the Hire Team

Millfield Theatre, Silver Street, Edmonton, London N18 1PJ

020 8887 7333 | Millfield.hire@enfield.gov.uk | www.millfieldtheatre.co.uk

Strand**Ambassadors****Huxley****Brigport****Alyward**

Venue Hire Rates and Charges

(These prices are valid until 31st March 2018 and are relevant to the dates of hire, NOT the date of the booking.)

Floor	Room	Theatre Style	Board Room	Horse Shoe	Cabaret	Dimensions	Cost per hour
Ground	Strand	50	30	25	38	28'x28'	£35.00
Ground	Ambassadors	30			18	25'x25'	£29.00
1st Floor	Huxley	50	30	25	38	28'x28'	£35.00
1st Floor	Bridport	30	20	18	20	26'x19'	£30.00
1st Floor	Aylward	20	16	12	10	16'x16'	£25.00
2nd Floor	Sawyer	30	20	18	20	24'x23'	£29.00

Layouts

Cabaret	Theatre	Horseshoe	Boardroom
Groups of tables with chairs. This layout is suitable for a variety of events. Round tables are used in the theatre space.	Rows of chairs. This is suitable for conferences and awards events that have large amounts of people.	Suitable for medium sized meetings and presentations. Can be with or without tables. Please specify on the booking form.	Table with chairs around the outside. This layout is suitable for smaller meetings and discussions.

Additional Facilities

(VAT will be added except for LBE Customers)

Conference Audio Visual Package (Data Projector, Laptop and Screen, DVD Player)	£120 (Full Day) £70 (Half Day)
Music Player	£35
Flip Chart Pad and Pen	£20
Piano (Strand and Ambassadors Only)	£85
Electric Piano (Full size 88 key)	£50
Photocopying A4 Black and White	15p per sheet
Photocopying A4 colour	20p per sheet
Photocopying A3 Black and White	25p per sheet
Photocopying A3 colour	30p per sheet
MDF Available to Council Staff	



Refreshments

(VAT will be added except for LBE Customers)

Tea and Coffee per head	£1.50
Biscuits per head	£0.80
Tea and Coffee & Danish Pastries per head	£4.20
Still Mineral Water per 75cl Bottle	£2.45
Sparkling Mineral Water per 75cl Bottle	£2.45
Orange Juice per 1 Litre Carton	£2.50



Conference Catering

All our menus use organic, free-range, British produce from sustainable farming methods to ensure that our buffets offer the perfect lunch for your event. Our menus change with the seasons, so you will always be offered the freshest ingredients available. All our menus are charged per head, and VAT will be added except for LBE Customers.

Menu 1:

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread and Fresh Fruit Platter
£6.20

Menu 2:

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread, 4 finger foods with meat, fish and vegetarian options & Fresh Fruit Platter
£9.20

Menu 3:

A beautiful selection of seasonal Sandwiches/wraps made on white and brown bread, 7 finger foods with meat, fish and vegetarian options with seasonal salads & Fresh Fruit Platter
£12.20

Menu 4: Hot Buffet:

We offer a wide range of dishes, to cater to all tastes. We will be happy to discuss different options with you. (Minimum order of 10)
£15.20

Breakfast Breakfast:

Filled breakfast savoury rolls, fresh pastries, fruit **£8.40**

Breakfast - hot bacon, sausage, eggs, mushrooms with rolls **£8.40**

A little extra... Tea, Coffee & Handmade Cake selection
£6.50

**FOR FURTHER INFORMATION PLEASE CALL 020 8887 7333 OR EMAIL
 Millfield.hire@enfield.gov.uk**

General Information

BY BUS

From the Silver Street Stop

34 Barnet Church -

Walthamstow Central Station

102 Golders Green - Edmonton Green

W6 Southgate - Edmonton Green

144 Muswell Hill - Edmonton Green

From the Cambridge Roundabout Stop

217 Turnpike Lane - Waltham Cross

231 Turnpike Lane - Enfield

BY TRAIN

Silver Street Station: via Enfield Town,

Cheshunt or Liverpool Street lines.

Then a 10 minute walk or catch buses 34, 102, 144 from opposite Silver Street Station.

BY TUBE

Turnpike Lane (Piccadilly Line) then buses 144, 217 or 231.

Wood Green (Piccadilly Line) then bus 144

Arnos Grove (Piccadilly Line) then bus 34

Bounds Green (Piccadilly Line) then bus 102

See journeyplanner.tfl.gov.uk for more details.

PARKING

There is a car park at the Theatre (with two blue badge spaces) or at Millfield House (with three blue badge spaces).

Parking is also available on nearby streets (e.g. Windmill Road). Bike racks can be found by the front entrance to the theatre

