



# Celebrate with us

Information on hiring space  
for Weddings, Celebrations  
& Parties.





## Hire for Celebrations - Frequently Asked Question's

**How to book!** – Please check the availability of dates with us first then fill in the reservation form, a 50% deposit is payable to secure the date and then the remainder is payable one month before your event. We also ask for a fully returnable damage deposit.

**What is included in the hire cost?** – The fees include the cost of the room hire, use of our tables and chairs, a house manager for the duration of the event and the bar open and staffed (only if required). Everything else is chargeable separately such as sound and lighting systems, and use of the kitchen etc.

**How many people can the Hall hold?** – The maximum standing capacity of the main hall is 120 people. If you are planning a formal sit down meal we recommend less than a hundred people. The capacity is non-negotiable as this affects our license and insurance and most importantly the health and safety of your guests.

**Tables, Chairs & Other Things?** – We have 100 matching chairs and we have three types of tables available – 6ft x 2ft, 4ft x 2ft and 2ft x 2ft. We don't have round tables but happy for you to hire them if required, the 5ft's seat 8-10 ppl.

**Licensing, Alcohol and the bar?** – Our premises are fully licensed and we have a well-stocked bar with lower than pub prices. We allow people to bring in Champagne and table wines subject to a corkage fee, please note we do not serve any drinks you bring in. We can store and chill drinks in our fridge in advance if required. However we are not able to allow hirers to supply their own beers, spirits and other alcoholic drinks. The centre is licensed for Alcohol, Music and Dancing until 11.00pm. We are unable to apply for extensions as we are in a residential area.

**Use Of The Garden?** The garden is available to be used by hirers within a strict code. It is public property owned and managed by Greenwich Council and subject to the by-laws that any public park has. For example the by-laws prohibit the use of bouncy castles, barbeques, marquees and use after 8pm or dusk (whichever is earlier). If you would like to use the garden please discuss this with the centre manager.

**Decorating The Hall?** We are happy for decorations to be used in the hall as long as there is no damage to the paintwork, pipes etc. We have provided hooks around the ceiling beams for this purpose. No tape, nails or drawing pins are to be used. All decorations are to be removed by the hirer at the end of the event. Please talk to us in advance if you wish to use draping or structures.

**Catering, Kitchens, Cutlery, Linen and glassware?** – You are free to bring in your own event caterers. If required we can recommend a wide range of caterers we have worked with before. We have two kitchens both with cookers available which are hireable separately. We do not provide cutlery, crockery, linen or waiting staff as part of the hire. Food trucks/stalls are permitted within the car park area, we cannot supply power to the outside area so caterers must be self-sufficient in terms of power, using their own generator if required.

**Music, Disco's, Live Musicians, Sound Systems & Lighting?** – We allow discos and certain live music. We have a high quality sound system for hire which has been designed to provide maximum quality without upsetting our residential neighbours. You can source your own DJ or Musicians who will need to connect to our sound system or we can help. We have event and disco lighting also available. We have been set strict volume levels by the local authority so please discuss your needs with the centre manager. We also have a Grand Piano. When music is being played at a higher level than background level all doors and windows will be closed and this can affect access to the garden.

**Travel, Parking & Access?** Getting to the centre is easy. We are 500 yards from the A2/A102, 400 yards from Westcombe Park train station and local buses pass directly by. There is a generous amount of free parking available in the streets that surround the centre plus we have a small car-park including disabled parking on-site.

**Setting Up and Clearing Away?** We will provide your room pre-set in the format you have chosen if we can. The hireable period includes your set up and clear away times. We will clear away our equipment, glasses, tables and chairs etc. You are responsible for things you have brought into the building yourselves including food, decorations, bottles, presents, hired plates, cutlery and catering equipment etc.

**Our aim** – We aim to provide you with the space, environment and support to have a successful and enjoyable occasion. We pride ourselves on our friendly, flexible and professional service. To help you achieve the perfect occasion we recommend having a meeting with us in advance of your event to discuss and confirm all details. When you confirm your booking we will provide you with a questionnaire that will hopefully help you plan your event with us. **Mycenae House** is a charity that services the communities of Greenwich and South East London. Our hire charges are set to make it accessible to as many people in the community as possible and therefore has lower costs than most venues. However our charity also relies on the income from events to make our centre and services sustainable, we therefore do not offer discounts or negotiate on fees.

## Thank You for considering Mycenae House & Gardens,

At the house we love celebrations and we pride ourselves on being flexible, friendly and efficient. The atmosphere we try to create is welcoming, relaxed and helpful. Our facilities are among the best value in the South East of England and we hope you will consider holding your special event with us.

We have included the key information about the venue in this pack and what we offer in order to help you make an informed decision but we highly recommend you visit us for an informal, non-committal discussion about meeting your needs.

Check out some of our customer feedback on the reverse of the page. We think you will be impressed.

*'What find this place is....we had the perfect day and everyone was so helpful,friendly and professional.'*

Once you have confirmed your booking with us we will provide you with our bespoke Event Questionnaire which often people find helpful in identifying the key things to consider when organising your own event.

## Weddings Parties Anniversaries Birthdays



### Costs

Ballroom/Hall Hire (120 capacity)	9am-5pm <b>£79</b> per hour / 5-11pm <b>£107</b> per hour (min. hire period of 4 hours)
Basement Hall ( 60 capacity )	<b>£46- £61</b> per hour
Main Hall Block Booking (Saturdays)	17.00 - 23.00 <b>£642</b>
	13.00 - 23.00 <b>£958</b>
	09.00 - 23.00 <b>£1274</b>

(Hire charges include the use of our tables and chairs.)

### Additional Charges

Licensed Bar	Free (subject to a minimum spend of £250)
Corkage (Wine/Champagne)	£4 per bottle that you supply
Kitchen Facilities	£100 per day ( this a cleaning fee )
Catering	We do not have in-house caterers but can recommend suppliers.
Glass Hire	from £15
Garden Drinks Gazebo	from £30
Sound System	£100 for music playback via ipod/laptop £200 for use with your visiting DJ £300 for use with live band and with sound engineer
Lighting & Staging	from £30

**For Childrens Parties - Please see separate leaflet & booking form**



Mycenae House, 90 Mycenae Road, Blackheath, London, SE3 7SE  
www.mycenaehouse.co.uk 020 8858 1749  
info@mycenaehouse.co.uk



*'A beautiful and comfortable space for a special occasion. The staff were exceptionally attentive and accommodating. All our guests were enchanted by the venue and garden which gave our ceremony that special touch.'*

*'We feel lucky to have found Mycenae House and Gardens and to have been working with such a kind and professional team, so that our wedding day was so special.'* Jen and Gary Monasterio

*'The whole experience was made easy and the day perfect by the outstanding cheerfulness and efficiency of your staff. I would recommend your venue to anyone.'* Gill Cockrell



*'All of our guests loved the venue, especially the garden.'* Vincent Scott

*'You were most accommodating to all of our requests and tried to help at all time, Thank You.'* S Thananayagam



*'Lovely location, managed by helpful and professional people. We really enjoyed being with you for the day.'* Sydney Parker

*'Our caterer said she had never met such friendly and helpful venue staff, all of whom did a great job.'* Judith Smith

*'We had a really positive experience, staff members were extremely friendly and helpful.'* Sonam Hinocha



# Mycenae House

VANBRUGH COMMUNITY ASSOCIATION

Mycenae House, 90 Mycenae Road, Blackheath, London SE3 7SE  
www.mycenaehouse.co.uk info@mycenaehouse.co.uk Tel/Fax 020 8858 1749  
Registered Charity No. 1085503 Company Number 4149483

## BOOKING REQUEST FORM FOR PRIVATE USE OF FACILITIES

TYPE OF FUNCTION .....

DATE REQUIRED .....

ROOM/S REQUIRED .....

NUMBER OF PEOPLE ATTENDING: Adults ..... Children .....

ENTRY REQUIRED AT ..... am / pm

FUNCTION TO START ..... am / pm TO FINISH .....am / pm

LICENSED BAR TO START ..... am / pm TO FINISH ..... am / pm

KITCHEN (if required) FROM ..... am / pm TO ..... am / pm

ANY SPECIAL REQUIREMENTS PLEASE SPECIFY .....

### I / WE WISH TO APPLY FOR USE OF THE ABOVE FACILITIES AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS FOR THE USE OF THE HOUSE

By completing this form you are agreeing to Vanbrugh Community Association collecting and storing your details for the sole use of administering your booking for up to 6 years after the calendar year to which they relate in line with GDPR.

NAME .....

ADDRESS .....

TEL NO (day).....(eve)..... E-Mail.....

SIGNED ..... DATE .....

If you would like us to keep you informed of future events, special offers & updates about Mycenae House unconnected to your booking please tick the box below and provide us with your details. You can unsubscribe at any time by contacting info@mycenaehouse.co.uk.

Yes, please inform me of future events  Name..... E-Mail.....

Information about how we collect and store data is available from our website at [www.mycenaehouse.co.uk/dataprivacy.html](http://www.mycenaehouse.co.uk/dataprivacy.html)

#### For office use only

DEPOSIT RECEIVED (Amount) ..... DATE .....

BALANCE RECEIVED (Amount) ..... DATE .....

RETURNABLE DEPOSIT RECEIVED ..... DATE .....

# TERMS AND CONDITIONS FOR ROOM HIRE FOR PRIVATE FUNCTIONS.

## 1. The Booking

1.1 Where a provisional booking has been made:

- a completed application form must be returned within 28 days of the date of the provisional booking or the booking will be cancelled.
- the completed application form must indicate the number of people attending the function and must not exceed the maximum capacity.
- time required to set up the Hall is chargeable.

## 2. Payment

2.1 To secure the booking a non-returnable deposit of 50% of the total hire charge should be sent with the application form. The balance of hire charges must be paid in full not later than 28 days before the date of the function, plus a returnable deposit of £200 (£50 for children's parties in the Basement Hall). Please note, the returnable deposit will be returned as a cheque by post following the event.

2.2 Full repayment of the deposit to the hirer will be subject to:

- a) no additional charges remaining outstanding e.g. corkage, equipment hire
- b) no damage being found to the building or furniture and/or fittings after the function
- c) no breaches of any of the Terms & Conditions listed here.

2.3 Cheques should be made payable to **Vanbrugh Community Association Ltd.**

2.4 The option to pay by credit/debit card is available 9.30am to 5pm Monday to Friday in person only and payment via bank transfer is possible.

## 3. Cancellation

3.1 Where a booking is cancelled less than 28 days before the date of hire the Association will retain 100% of the full hire charge. For cancellations made more than 28 days before the date of hire, the Association will retain the 50% deposit only.

3.2 If the Association considers that the hiring is likely to prove of an objectionable or undesirable nature or contrary to the purposes stated on the application form, the Association shall have the power to cancel the event without payment of compensation and shall have the right to retain the hire charge.

## 4. Licensed Bar

4.1 All licensing laws must be observed.

4.2 Wine and/or champagne may be brought in by prior arrangement only, and a corkage charge of £4.00 per 75cl bottle will be levied on all bottles you open. This charge will be deducted from any returnable deposit payable after the event.

4.3 With the exception of 4.2, alcohol must not be brought onto the premises by the organisers or their guests. It is the responsibility of the event organisers to ensure that this condition of hire is not contravened by their guests.

4.4 If the hirer wishes to pay for some or all drinks of their guests, this should be discussed at the time of booking. Payment in advance will be required if this arrangement is requested.

4.5 The bar is only available during normal licensed hours i.e. 11pm with last orders at 10.50pm.

## 5. General

5.1 The Association is only obliged to provide access to facilities actually booked and will allow other users access to other facilities in Mycenae House at the time of a function.

5.2 Hirers must be aware of the need to control the levels of noise inside and outside Mycenae House, especially when leaving the premises, and must comply with all noise abating requests made by staff of the Association.

5.3 The garden is public property owned and managed by Greenwich Council and it's use not connected with hiring our hall. The following are not permitted in the garden: bouncy castles, barbeques, marquees and use after 8pm or dusk (whichever is earlier).

5.4 Amplified music or Public Address systems are not allowed in the grounds at any time.

5.5 All music and entertainment must cease by 11pm.

5.6 Hirers are responsible for the behaviour of all persons attending their function both inside and outside the building.

5.7 If children are present at a function, the hirer must ensure that there are sufficient adults to maintain efficient supervision and order. Adults accompanying children will be held responsible for their behaviour.

5.8 In no circumstances can the piano be removed from the main hall.

5.9 No decorations are to be fixed to the walls with pins or sellotape as this is detrimental to the decoration of the hall, decorations may only be displayed using the existing hooks provided. Draping & structures are only permitted with prior approval.

5.10 Candles, smoke machines or any pyrotechnics including fireworks and Chinese lanterns are strictly prohibited inside or outside the premises.

5.11 It is the responsibility of the hirer to ensure that any items brought to the premises, e.g. hall decorations, catering and crockery, are removed from the premises promptly at the end of the function unless storage is pre-arranged.

5.12 Any costs incurred as a result of damage to furniture/fittings, the building (internally or externally) exceeding £200 are to be met by the hirer.

5.13 The Association is not responsible for personal property left on its premises.

5.14 Responsibility in the event of an emergency remains with the hirer, not with the Association.

5.15 Hirers must comply with VCA's procedures on recycling.

## 6. Noise

6.1 Amplified live bands are not usually permitted - please talk to us about restrictions.

6.2 In order for us to maintain a harmonious relationship with our neighbours, our Main Hall is fitted with an in-house sound system which is pre-set to maximum volume levels and this is the only equipment permitted for use.

**Please note it is the responsibility of the hirer to notify any entertainer booked for your event at Mycenae House that our premises are fitted with this equipment.**

6.3 All windows and doors in the Hall must be closed when music is playing.

**I have read, and agree to abide by, the Terms and Conditions for Room Hire for Private Functions.**

**SIGNED:**

**DATE:**

