

DUGDALE



Room Hire Information Pack

The Dugdale Centre is a well equipped and comfortable conference venue and has Wifi access throughout.






VENUE HIRE RATES & CHARGES

(These prices are valid until 31st March 2019 and are relevant to the dates of hire, not the date of the booking.)

Ground Floor

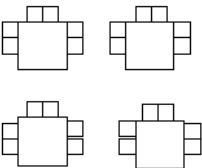
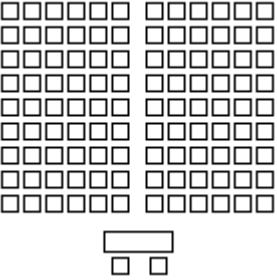
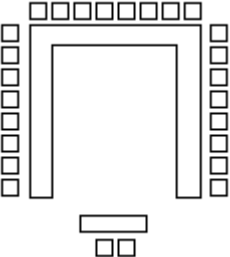

Floor		Room	Theatre Style	Cabaret Style	Cost per hour
Ground		Studio Theatre (Weekdays)	95	100	£80.00
Ground		Studio Theatre (Weekends)	95	100	£105.00

1st Floor

Floor		Room	Board Room Capacity	Horseshoe Capacity	Cabaret Capacity	Theatre Capacity	Standing Capacity	Cost per hour
1 st Floor		Executive Suite	40	40	60	80	100	£38.00
1 st Floor		Conference Room 1	30	30	60	80	100	£36.00
1 st Floor		Conference Room 2	20	20	25	50	60	£32.00
1 st Floor		Conference Room 3	20	20	25	50	60	£32.00
1 st Floor		Conference Room 4	16	16	20	40	50	£29.00

*We are able to open up either the Executive Suite and Conference Room 1 or Conference Room 2 and 3 to cater for larger events. Please speak to our hire team for more information.

Layouts

<u>Cabaret</u>	<u>Theatre</u>	<u>Horseshoe</u>	<u>Boardroom</u>
Groups of tables with chairs. This layout is suitable for a wide 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.	This layout is suitable for medium sized meetings and presentations. This layout can be <u>with or without tables</u> . Please specify on the booking form.	Square 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)

Data Projector, Laptop & screen	£120 (Full Day) £70 (Half Day)
Technician	£15.00 Per Hour
Hand Held Mic	£34 Per Mic
Lapel Mic	£34 Per Mic
Flipchart Pad & Pen	£19.00 Per Flipchart
Electric Piano	£80
Photocopying A4 Black & White	15p Per Page
Photocopying A4 Colour	20p Per Page
Photocopying A3 Black & White	25p Per Page
Photocopying A3 Colour	30p Per Page
Black Tablecloths – Internal	£11 Per Cloth
Tablecloths – External	£14 Per Cloth

Refreshments – (VAT will be added except for LBE Customers)

Tea/Coffee	£1.50 Per Person
Still Mineral Water	£2.45 Per 750ml bottle
Sparkling Water	£2.45 Per 750ml bottle
Apple/Orange Juice	£2.45 Per 1L
Biscuits	80p Per Person
Homemade Cakes (2 bite size pieces)	£1.50 Per Person
Homemade Scone with Homemade Seasonal Jam	£1.50 Per Person
Gluten free, Vegan & Natural Sugar Flapjack	£1.50 Per Person

En_Food Lunch and Events Menu

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

EN_FOOD Simple Sandwich Lunch with & fruit bowl (4 quarters per person a mixture of Brown & White Breads & wraps)
£5.50

Menu 2

EN_FOOD Luxury Sandwich Lunch with a fruit bowl (4 quarter per person a mixture of Brown & White Bread & wraps)
£6.50

Menu 3

EN_FOOD Luxury Sandwiches (4 quarters per person a mixture of Brown & White Bread & wraps), Falafel, Crudites and Artisan Bread
£8.75

Menu 4

EN_FOOD Luxury Sandwich Lunch (4 quarters per person a mixture of Brown & White Bread & wraps) with a fruit bowl & Selection of House Salads & Section of Pulled dressed Chicken & Oraganic Smoked Salmon
£10.50

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)

Additional Lunch Items

Burt Crips	£0.80 Per Portion
Homemade Quiche	£1.50 Per Portion

Breakfast Menu

Holtwhites Bakery Croissant	£1.40 Per Person
Holtwhites Bakery Pain au Raisin	£1.90 Per Person
Holtwhites Bakery Almond Croissant	£2.10 Per Person
Tea & Coffee with Selection of Holtwhites Bakery Breakfast Pastries	£3.00 Per Person

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