



Dugdale Centre Room Hire Information Pack

It is a perfect location and setting for conferences, meetings and trainings for businesses. The conference rooms are flexible spaces, have the capacity of 25 to 120 persons and are very competitively priced.

With the choice of a Theatre and 5 conference rooms, you can best select a quiet and spacious space for the event. The conference rooms have multiple layout options; cabaret, theatre, horseshoe or boardroom to ensure the space can best fit your requirement. The facilities include a wide range of audio visual, performance, conferencing equipment and catering options.

**The 5 rooms for hire are:
Executive Suite, Conference Rooms 1- 4 and Studio Theatre**

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

Contact the Hire Team

Dugdale Centre, Thomas Hardy House, 39 London Road, Enfield Town EN2 6DS
020 8887 7333 | Millfield.hire@enfield.gov.uk | www.dugdalecentre.co.uk

Executive Suite**Conference Room 1****Conference Rom 2****Conference Rom 3****Conference Room 4**

Venue Hire Rates and Charges

(These prices are valid until 31st March 2020 and are relevant to the dates of hire, NOT the date of the booking.)

GROUND FLOOR

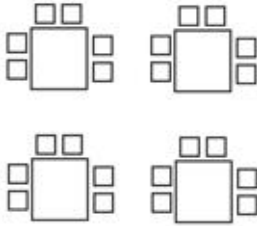
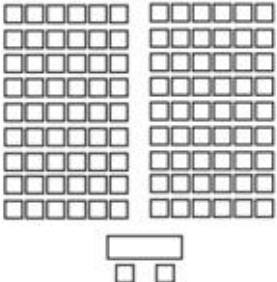
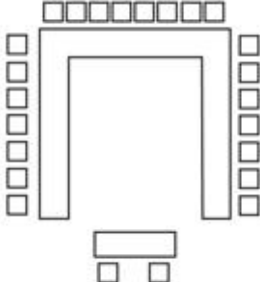
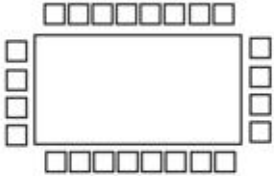
Floor	Access	Room	Theatre Style	Cabaret Style	Cost Per Hour
Ground		Studio Theatre (Weekdays)	95	100	£90
Ground		Studio Theatre (Weekends)	95	100	£115

FIRST FLOOR

FLOOR		Room	Board Room Capacity	Horseshoe Capacity	Cabaret Capacity	Theatre Capacity	Standing Capacity	Cost per Hour
1 st FLOOR		Executive Suite	30	30	60	80	100	£40
1 st FLOOR		Conference Room 1	30	30	60	80	100	£38
1 st FLOOR		Conference Room 2	20	20	25	50	60	£34
1 st FLOOR		Conference Room 3	20	20	25	50	60	£34
1 st FLOOR		Conference Room 4	16	16	20	40	50	£30

*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

Cabaret	Theatre	Horse Shoe	Boardroom
<p>Groups of tables with chairs. This layout is suitable for a wide variety of events. Round tables are used in the theatre space.</p>	<p>Rows of chairs. This is suitable for conferences and awards events that have large amounts of people.</p>	<p>This layout is suitable for medium sized meetings and presentations. This layout can be with or without tables. Please specify on the booking form.</p>	<p>Square table with chairs around the outside. This layout is suitable for smaller meetings and discussions.</p>
			

Additional Facilities

(VAT will be added except for LBE Customers)

Data Projector, Laptop and Screen	£120 (Full Day) £ 70 (Half Day)
Technician	£15.50 per hour
HD TV and Blu-ray or DVD Player	£50 Per TV/DVD Player
Hearing Loop	£85
Hand Help Microphone	£35.00 per Mic
Lapel Microphone	£35.00 per Mic
Flip Chart Pad and Pen	£20.00 per Flip Chart
Electric Piano (Full size 88 key)	£85
Photocopying A4 Black and White	15p per page
Photocopying A4 colour	20p per page
Photocopying A3 Black and White	25p per page
Photocopying A3 colour	30p per page
Black Tablecloths - Internal	£11.00 per cloth
Tablecloths - External	£14 per cloth



Refreshments

(VAT will be added except for LBE Customers)

Tea and Coffee per head	£1.50 per person
Biscuits	80p per person
Still Mineral Water - 750ml bottle	£2.45
Sparkling Mineral Water - 750ml bottle	£2.45
Apple/Orange Juice per 1 Litre Carton	£2.45
Homemade Cakes (2 bite size pieces)	£1.50 per person
Homemade Scone with Homemade Seasonal Jam	£2.00 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. Our menus are charged per head, and VAT will be added except for LBE Customers

Menu 1

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

Menu 2

Luxury Sandwich Lunch with a fruit bowl (4 quarters per person, a mixture of artisan Brown & White Breads & Wraps)
£6.50

Menu 3

Luxury Sandwich Healthy Lunch (4 quarters per person, a mixture of artisan Brown & White Breads & Wraps) with a fruit bowl & Selection of Homemade Seasonal Salads & Hummus
£8.75

Menu 4

Luxury Sandwich Lunch (4 quarters per person, a mixture of artisan Brown & White Breads & Wraps), plus 3 Homemade Finger Foods (Homemade Quiche, Sausage Rolls etc.)
£9.75

Additional Lunch Items	
Burt Crisps	£0.90p per portion
Eat Real Vegan & Gluten Free Crisps	£0.90p per portion
Homemade Quiche	£1.50 per portion

Breakfast Menu	
Selection of Breakfast Pastries	£2.00 Per Person
Tea & Coffee with Selection of Breakfast Pastries	£3.00 Per Person

General Information

By Train:

From Liverpool Street Station stop at Enfield Town Station.
From Moorgate and Finsbury Park stop at Enfield Chase Station.

By Road:

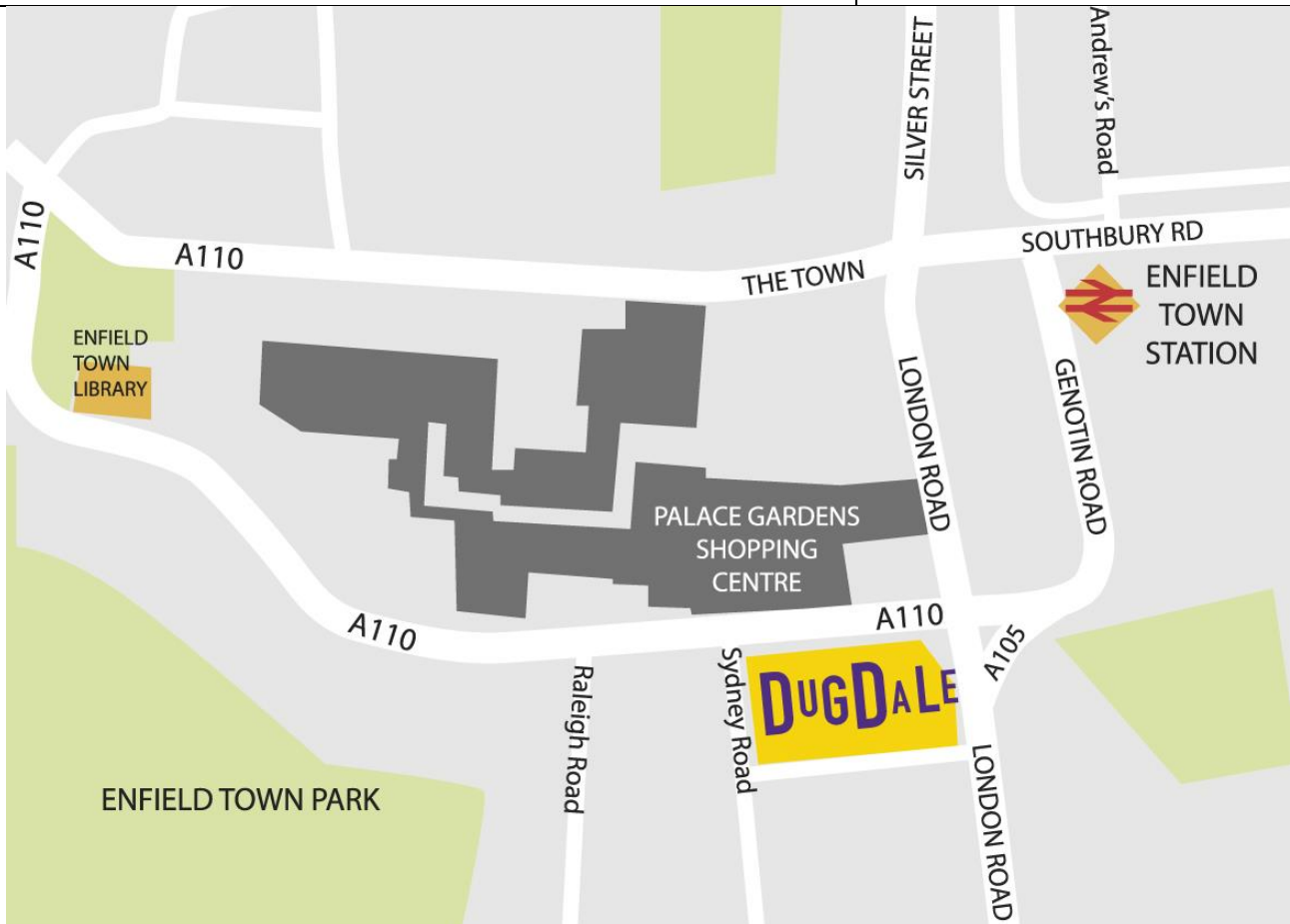
A105 (London Road, Silver Street) and A110 (Windmill Hill, Church Street, Southbury Road)

Parking

Pay & display parking areas. Palace Gardens Car Park - Sydney Road (530 spaces) and Genotin Road Car Park. See map for further parking areas.

By Bus from:

Enfield Lock - 121
Edmonton Green - 191
Tottenham Hale - 192
Barnet- 307
Potters Bar - 313
Waltham Cross - 317
Wood Green - 121, 231, 329, and N29
Oakwood - 377
Chase Farm Hospital - W8 and W9
Southgate - W9
Crews Hill - W10



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