



The House Mill

Booking Form

Please note that rooms are available for hire 09.00 – 17.00 Monday – Friday only.
A surcharge of £10 per hour is applicable for arrivals/departures outside of those times
Rates for weekend or evening hire are available upon request

Name and Address of Organisation

Name of Contact:

Invoice Address (if different from above):

Tel

Fax

E-mail

Date required:

No of Attendees:

Room required: 2nd Floor boardroom - £200 (board room style up to 20, cabaret style up to 40, theatre style up to 45) *(please tick as required)* Ground floor reception - £500 (evening hire only)

Arrival Time

Departure Time

Lunch Service Time

Purpose of Hire:

Room Set-up: Boardroom Style Theatre style "U" shaped with tables Cabaret style
(please tick as required) Circular (chairs only) (Other *(please specify)*)

A-V required: Flip chart and pens £5 charge Data Projector and Screen £20 charge Speakers £5 charge
Please note that hirers need to bring their own laptop computer for use with the data projector provided. Hirers may also provide their own projector, if preferred, at own risk.

Catering: *(please tick as required)*

- a) Tea/Coffee/Water/Juice/Biscuits *(Self-service £2.50 per person/half day)*
- b) Finger Buffet *(From £10.00 per person, served in room)*
- c) Fork Buffet *(From £12.00 per person, served in room)*

Special dietary requirements:

Payment: Prices are subject to VAT at the current rate, and a VAT invoice will be issued for payment of the full fees, including refreshments, following the period of hire, for payment by cheque or BACS

Signature:

Once completed please return to info@housemill.org.uk

Thank you



Location Map The House Mill and Miller's House



Arrival to, and departure from, Three Mills

Underground station

DLR

Bus Routes

Arriving by Car

(If parking is required beyond that period, please see Tesco Customer Service Desk Staff)

Bromley-by-Bow (District and Hammersmith & City Lines)

Bow Church, Devons Road or Pudding Mill Lane

D8, 488, 108 stop outside the nearby Tesco's supermarket

Tesco car park has parking for up to three hours.

River Lea Tidal Mill Trust