

## House Mill Trust

### Factsheet for celebration of Weddings and Civil Partnerships

#### House Mill and Miller's House, Bromley by Bow, London E3 3DU

The House Mill Trust is delighted to have been licensed within the London Borough of Newham as a venue for the celebration of marriage and civil partnerships. The licence is confirmed for 60 people.

Thank you for your enquiry for use of the House Mill facilities. An early site visit is advised, but we set out below some details of our facilities; the area we use for the ceremony, and the various options for post ceremony celebrations:

The wedding ceremony takes place on the first floor of the House Mill (Floor 1A). The aisle will be set up with a carpet, in-between the stone area. A table and chairs for the registrar is provided, at the front of the room, by the window, which is the area registered for the marriage ceremony itself. The guests will either sit or stand on the concrete area to the west of the large grain hopper. Number of guests for the ceremony is a maximum of 60. If guests are to be seated, then chairs will be hired (at cost) from an external contractor. It may be possible to slightly raise the numbers for food and wedding reception, depending upon use of building, H&S etc. The maximum for a seated meal is also 60. These numbers, and all timings, will need to be confirmed before final details can be agreed.

Following a successful site visit the Bridal couple are to make contact with the LBN registrars to book a registrar for the Ceremony.

The bridal couple will also need a space if arriving together, or two separate spaces if arriving separately, at which to meet the registrars in advance of the ceremony. There are several areas available and these will be shown, and agreed, in advance of the booking confirmation.

Drinks and canapés may be served after the ceremony on the ground floor/garden, or in the ceremony area. If using the ceremony area it is necessary to allow 40 minutes to elapse after the ceremony itself, as this is a LBN requirement for the terms of our licence.

Following the ceremony, and throughout the next few hours, House Mill Guides will be available should guests require a tour of the House Mill building, at a time to be agreed in advance. Please note that because of the health and safety restrictions within the building, no guests are allowed unaccompanied entry to the House Mill, and no guests will be admitted in unsuitable shoes, such as stiletto heels. If access above the ground floor is required for any disabled guests, then we will provide in advance for your completion and return a PEEP (Personal Emergency Evacuation Plan). This will ensure that in the event of fire or other emergency evacuation, several of your (named) guests will assist the disabled guest from the building.

#### **Catering**

There are no onsite facilities for catering for large numbers of meals, so all hot food needs to be prepared and cooked offsite, with an agreed method of re-heating and serving.

The preferred caterers used for House Mill are Hubbub Caterers, or Redbridge College. The House Mill Trust will introduce by email, in due course, and all arrangements and payments are to be made

directly. They both have a full range of catering offers, including a BBQ if requested for informal summer weddings. This would involve service of food under a gazebo, for shelter, and eaten in the ground floor room of Miller's House. We find their prices very reasonable, and their food and service is well recommended.

Depending upon timings, the options are:

Coffee and biscuits served to guests who arrive early for the ceremony  
Drinks and canapés, or drinks and afternoon tea after the wedding ceremony  
Seated buffet meal on ground floor of Miller's House, for up to 60 people  
Standing buffet meal on ground floor of Miller's House, for up to 80 people  
Post meal (evening) party; please note that only a small part of the ground floor of Miller's House is suitable for dancing.

We would propose that some refreshments are served immediately after the wedding ceremony (please note that alcohol cannot be served in the ceremony room for 40 minutes after the service). Other options for refreshment service are in the garden, or on the 2<sup>nd</sup> floor of the Miller's House. If the ground floor is set up for the main meal, it is not practical for any refreshment service, at this time.

Alcohol may be provided by bride and groom, by caterers, or by the House Mill Trust, as preferred. The House Mill Trust are able to provide glasses for the meal, as below.

### **Room use and Decoration**

The bridal couple shall have access on the day before the wedding if requested, to "dress" and "decorate" the ground and 2<sup>nd</sup> floors of the Miller's House, until 18.00.

Please note that the buildings are Grade I listed, and nothing must be permanently attached to any of the surfaces. No nails, sticky tape, staples etc to be used, and only bluetac or similar to be used as an adhesive. Decorations may consist of paper decorations, bunting, flowers, balloons etc. Greenery may be used to decorate onto the beams, if required. Small plants, pots of flowers may be provided by the bridal couple for the tables in the meal area.

The House Mill Trust will set up the catering areas on the afternoon preceding the wedding day. Please note that we will need the ground floor area to be released back to us by 14.30 latest, for our own use in setting tables, placing chairs etc. Decoration of the tables may take place after that time, and until 18.00. The first floor of the House Mill may also be decorated, for the ceremony, and the 2<sup>nd</sup> floor of the Miller's House, if to be used.

Numbers and table layout to be advised. If a seating plan is to be used then name cards should be supplied, with layout, on the Friday please. Tables will be set with cutlery, glasses and water carafes. No candles are to be used, but battery operated tea lights are permitted, if required, and supplied by bridal party.

A small covered table will be sited in the ground floor area for the wedding cake, if required. Bridal couple to advise regarding delivery of the cake in advance. Hubbub or The House Mill Trust can supply cake knife, if requested.

Guests will enter the buildings via the House Mill east door, and make their way to the ceremony area. If guests are invited to arrive more than half an hour before the ceremony then coffee/soft drinks may be served, if required. If necessary, guests will be invited to use the 2<sup>nd</sup> floor lavatories, as no access to the ground floor will be permitted until the meal is ready for service – to protect the "wow" factor.

**If required:**

- If the ground floor needs to be re-set for a further reception, after the meal service guests will be invited to move to the 2<sup>nd</sup> floor of the Miller's House for coffee/tea, and during this time a complimentary guided tour of the House Mill will be offered. The in-house projector may be used for projection of images, if requested. Note: Laptop to be supplied by bridal couple, and the equipment will be tested in advance of the day, to ensure everything works together~
- Arrangements for any evening party, and service of food/drinks need to be discussed. A cash bar may be provided, if preferred. Alternatively drinks may be brought in and offered to guests on a complimentary basis, with a corkage fee levied by The House Mill Trust for glasses, ice etc. Some chairs (no. to be confirmed) to remain on the ground floor for evening use. The bar lights and cafe area lights may be used in the evening, together with any "fairy" lights supplied by the bridal couple. The garden may be used by guests as a smoking area, if lit, and ash trays will be provided.

The House Mill Trust will supply a short note for distribution to guests, to accompany invitations (if required) which will include:

Location map, parking arrangements, caution over uneven tiles and uneven floors, safety when using the garden, and the request that guests do not wear stiletto shoes or other "unsuitable footwear" into the House Mill itself.

Bridal couple to advise when this is required.

**To conclude, The House Mill costs are:**

£380

Use of 1<sup>st</sup> floor House Mill, ceremony area, for the ceremony itself (this is separate from the cost paid directly to the LBN registrars)

£1,800.00

Use of ground floor, Miller's House for the buffet meal until 19.00

£100/hour for each hour after 19.00 until guests depart (23.00 latest)

£200.00

Use of second floor room, Miller's House for pre-ceremony drinks, post meal coffee, and evening "quiet" zone

£1.50/person

Tea or filter coffee, served after the meal, on 2<sup>nd</sup> floor

£5/person

Fee for use of glasses for meal, tables, tablecloths, cutlery and crockery

£2.50/person

Tea, coffee with biscuits, served to guests upon arrival, and before ceremony, if required

£5.00/person for scones with cream jam/strawberries and cup of tea, after ceremony, if required

£300

(+£75 refundable deposit) Chair hire for 65 chairs from external contractor (RLTMT to organise)

£0

Complimentary tour of the House Mill; groups of up to 18 people/group led by RLTMT volunteer guide

All prices are subject to VAT at the current rate of 20% (which is not included in the above)

A deposit payment of £1,000 to be received upon confirmation of wedding event, and the remainder to be paid within one week after date of wedding. The final price will depend upon the final number of guests.

We hope these outline details are helpful and please advise if you have any additions, or queries.

With thanks

Beverley Charters  
House Mill Trustee

## Useful Contact details:

**Caterers:** (RLTMT to introduce by email, and bridal couple to liaise, book and pay direct)

**Hubbub Caterers:**

[gordon@hubbubcatering.co.uk](mailto:gordon@hubbubcatering.co.uk) Tel: 0207 987 1614

**Redbridge College:**

Justin Tel: 0208 548 7146

Bespoke catering service, with food prepared and cooked at College and served, by catering students, on site

**Yahire.com** for Ciavari Chair hire (Crouch End) [info@yahire.com](mailto:info@yahire.com)

(bridal couple to choose cover colour, RLTMT to book and organise delivery/collection)

## Wedding Cakes

### Heart of Cakes

Bespoke wedding and celebration cake service. Great ideas for unusual, well priced and tasty cakes  
Please contact Suzane Plumb via Facebook message, in the first instance.

Facebook: Heart of Cakes

### Bridal Make up:

Alexie Brownfield, qualified make up artist, with bridal speciality

[www.lexibrownfield.com](http://www.lexibrownfield.com)

Facebook: LexiBrownfield MUA

### Florists:

**Dennington's Florist** (most local florist)

445 Roman Road

Tel: 0208 981 1121

### Vintage Floral Design Co.

Gwenda Jeffs, Maidstone, Kent

Tel: 07915 908762

If preferred, Gwenda will design by email consultation, and visit on the day to set out her beautiful vintage floral creations

[www.vintagefloraldesign.co.uk](http://www.vintagefloraldesign.co.uk)

Facebook: **The Vintage Floral Design Co**

### House Mill House Band

Greg Bracken [Greg.bracken@hotmail.com](mailto:Greg.bracken@hotmail.com)

### The House Mill Trust:

Tel: 0208 980 4626, or 07968 063017 (Beverley Charters)

[info@housemill.org.uk](mailto:info@housemill.org.uk)