

# WEST RESERVOIR CENTRE





# VENUE INFORMATION

A stunning, Grade 2 listed, 1930s industrial space providing a blank canvas for weddings, parties, conferences, team building, exhibitions and many other types of event. Retaining many original features and flooded by natural light, it sits alongside a beautiful reservoir and is flanked by two wooden decking areas to enjoy the views. It also provides a unique setting for press launches, photo shoots and filming.



“ We had the most brilliant day on Saturday, it was absolutely perfect and the venue exceeded all expectations, we had SO many people saying how fantastic it was and I think people were really in awe of how beautiful the views are! The team on the day were all Brilliant too and really looked after us. You both have been so helpful.

Sarah



# VENUE PACKAGE

Includes:

- Hire of Tower Room.
- Hire of a dry hire catering/storage space (Lecture Room), with next day collection of items before 11am.
- Hire of in house PA system, projector, screen and wireless mics.
- Hire and setup of 12x up-lighters for evening event.
- Access to 2 outdoor terraces.
- 2x event staff on evening of event.
- Event door security and cleaner.



# CAPACITY

The main Tower Room is 216 square metres allowing sit down receptions for 150 or standing events for 180 people.

“ We just wanted to extend out thanks to you and your team for hosting our wedding reception on Saturday. All of our guests were blown away by the beautiful venue and all of your team were super efficient and accommodating. ”

Mel





# TIMINGS

Friday & Saturday

- Setup Access: 12.00pm
- Guest Arrival: 17.00pm onwards
- Music End: 23.30pm\*
- Last Drinks: 23.45pm\*
- Event End: 00.00am\*
- Contractor Departure: 01.00am\*

\*Sunday to Thursday events finish 1 hour earlier



# PRICE

- Friday £3400 VAT exempt
- Saturday £3800 VAT exempt
- Sunday to Thursday £3150 VAT exempt

£100 discount applied when recommended caterer utilised for food



# NEXT STEPS

Email [west-reservoir@gll.org](mailto:west-reservoir@gll.org) to request an appointment to discuss your plans and view the Centre with one of our Event Managers.

Viewings usually take place Monday to Friday

## Find us at:

West Reservoir, Green Lane, N4 2HA

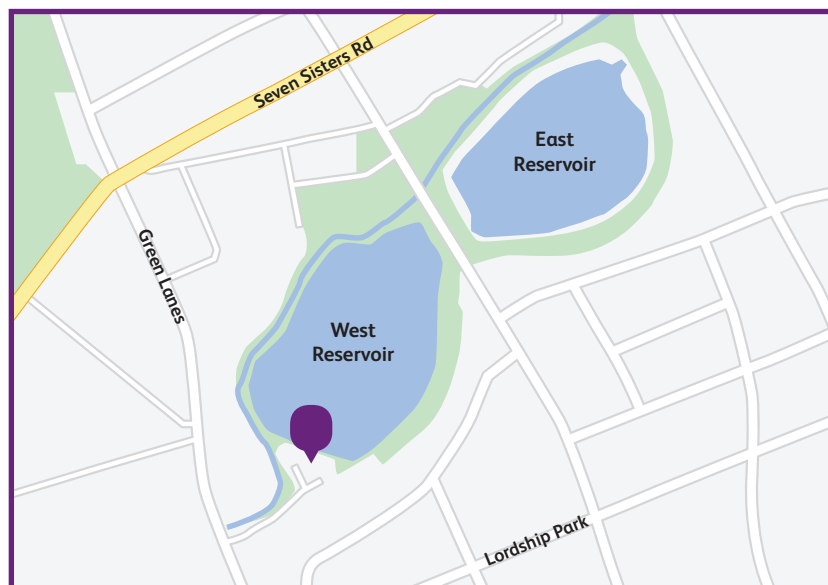
## Nearest tube / rail:

Manor House - 7 minute walk

Finsbury Park - 5 minute bus / 15 minute walk

Bus routes stopping close by - 341 / 141 / 106

Café on site / Free WiFi available



The centre is located behind the Castle Climbing Centre in Green Lanes and is accessed through the gates to the Castle.

 @WestReservoir\_events



# FREQUENTLY ASKED QUESTIONS

## **Is there parking at the Venue?**

There is a car park at the front of the West Reservoir Centre that your guests are welcome to use. The car park will be locked at the end of the event, and re-opened the following day at 8am.

## **Is there accommodation available at The West Reservoir Centre?**

We do not have accommodation on site.

## **Is there a cloakroom?**

We have coat rails available which are usually placed in the corridor. A staffed cloakroom can be arranged. Please speak to the Events Team for costs.

## **Is there wheelchair access at the venue?**

We do have wheelchair access and also accessible toilets on site. There are no steps in the building and everything is on one floor.

## **Will tables and chairs be provided?**

We have 12 round 6ft tables available but chairs will need to be hired in for your function.

## **Are you licensed to perform civil marriages and ceremonies?**

We are not currently licensed for Ceremonies. For information regarding local registered premises please contact the Hackney Registrars at 1 Hillman Street, E8 1DY. The contact telephone number is 0208 356 3355.

## **Can I decorate the Venue?**

We are happy for you to decorate the space however please do not stick or nail anything to the walls or floor. High Level decorations can be left up overnight but must be removed the following morning by 11am.

## **When can I decorate the Venue?**

You have access to the Tower Room from 12 noon on the day of your event. Access to decorate the decking area is from 5pm only (unless earlier access agreed with the Café owner).





### **Can you provide catering/private bar?**

We have a recommended list of caterers for you to choose from. However you are welcome bring in your own caterers subject to them holding appropriate public liability insurance and hygiene certification. The venue does not charge a corkage fee, however your caterers may do. Trestle tables are not permitted as a make-shift bar. You may bring your own alcohol however this must be served by your chosen catering company or by professional staff.

### **Can we have music?**

The venue is licensed for live and recorded music until 11.30pm on Fridays and Saturdays. For Sundays and Weekdays, the venue is licensed until 10.30pm. Our sound limit is 90db. Any bands need to be approved by the events team prior to your event. Risk assessments and PLI documents may be requested.

### **Is there a dance floor?**

We do not have a raised dance floor however you are welcome to hire one in.

### **Can I have fireworks?**

Fireworks including sparklers are not permitted either inside or anywhere in the grounds of the West Reservoir.

### **Do you have WiFi?**

Yes.

### **Do I have to pay a deposit?**

Yes. 50 % of the hire fee is due after signing of the contract.

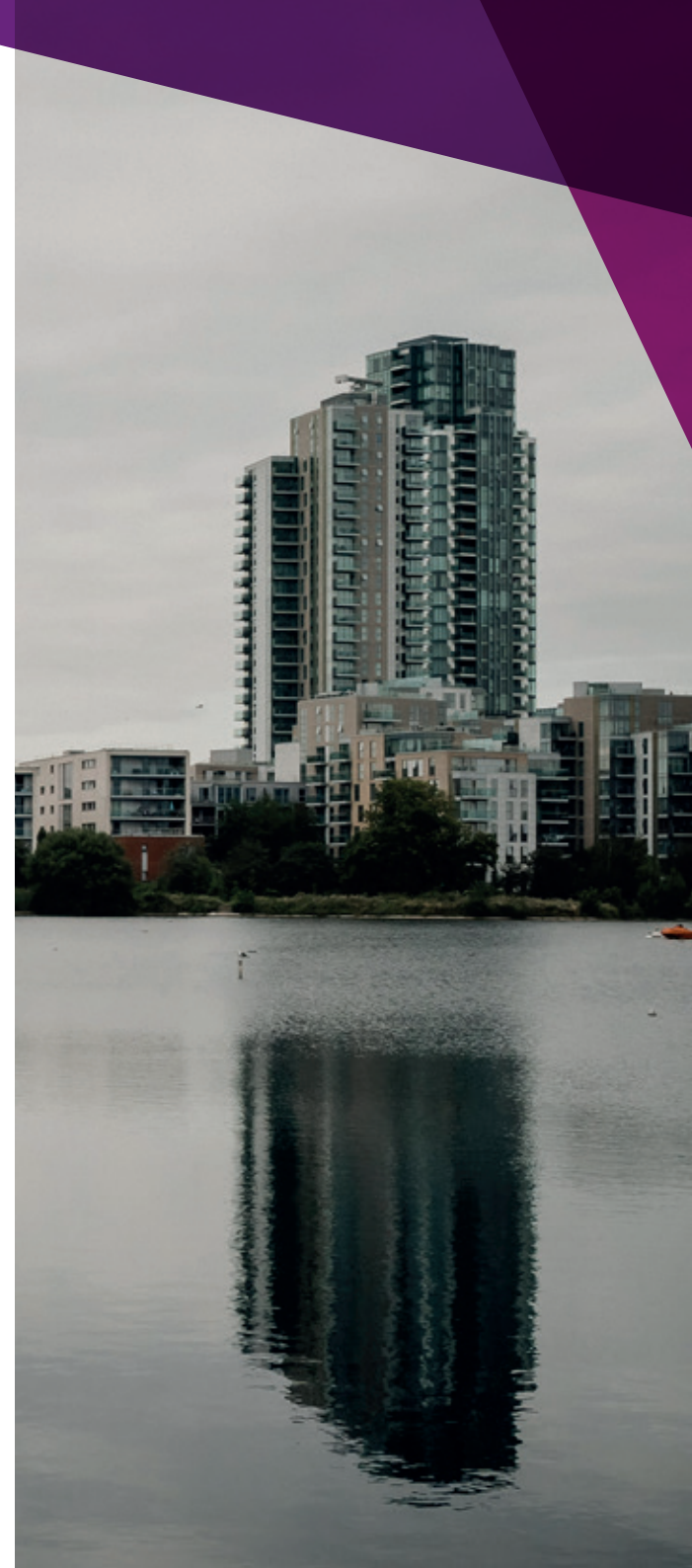
The final balance is due 90 days prior to your event. A minimum £400 damage deposit is required in addition to the hire fee, to cover any costs of damage (incl. noise pollution) caused during your event.

### **What methods of payment do you accept?**

Preferred payments are BACS, or credit/debit card.

### **What happens if I cancel my booking?**

Should you cancel your booking more than 90 days prior to your event, GLL will refund the hire fee (if paid) minus the 50 % booking deposit. However, should you cancel your event 90 days or less prior to your event, GLL will not be liable to refund any sums paid. Please refer to our Terms and Conditions of Hire for further information.



# ADD ONS

## LOWER DECKING AREA

The lower decking area is a great addition if you want to bring in a food truck for an evening reception or just double the size of your outdoor space. We allow one small food truck in this area, check dimensions before booking.

**Dimensions:** 8m x 7.5m (26ft x 24ft)

**Access:** 5pm to midnight

**Cost to hire:** £300 VAT exempt



## SEMINAR ROOM

Our Seminar Room can be hired if you need additional space for your guests or contractors.

The room is situated next to the Lecture Room and has reservoir views. The room works equally well as a children's games room, cloakroom or a quiet escape for relaxing. If you need an area for your band or musicians to prepare/ store instruments in, then we would highly recommend adding this to your booking.

**Dimensions:** 11m x 6m (36ft x 20ft)

**Capacity:** 40 seated or 50 standing

**Access:** 5pm to 11.30pm

**Cost to hire:** £300 VAT exempt



# WRC RECOMMENDED SUPPLIERS

## CATERERS

- [www.funthyme.com](http://www.funthyme.com)
- [www.platterandslate.com](http://www.platterandslate.com)
- [www.vendagalcatering.co.uk](http://www.vendagalcatering.co.uk)
- [www.renskitchen.co.uk](http://www.renskitchen.co.uk)
- [www.easygourmetcatering.co.uk](http://www.easygourmetcatering.co.uk)
- [www.humdingers.org.uk](http://www.humdingers.org.uk)
- [www.kalmkitchen.co.uk](http://www.kalmkitchen.co.uk)
- [www.sabelfood.co.uk](http://www.sabelfood.co.uk)
- [www.blackpot.co.uk](http://www.blackpot.co.uk)

*£100 discount applied when recommended caterer utilised for food*

## WEDDING PLANNERS & COORDINATORS

- [www.devinebride.co.uk](http://www.devinebride.co.uk)

## FLORISTS

- Katie Isitt of [hello@kidgeflowers.com](mailto:hello@kidgeflowers.com)
- Hannah Bishop of [hello@ithinkthatyouaremagic.com](mailto:hello@ithinkthatyouaremagic.com)

## LIGHTING & SOUND

- [ben@bpgevents.co.uk](mailto:ben@bpgevents.co.uk)
- [nicola@proeventsolutions.co.uk](mailto:nicola@proeventsolutions.co.uk)

## FURNITURE & BARS

- [www.yahire.com](http://www.yahire.com)
- [www.allenshire.co.uk](http://www.allenshire.co.uk)
- [www.hallmarkcatering.com](http://www.hallmarkcatering.com)
- [www.thelibationstation.co.uk](http://www.thelibationstation.co.uk)
- [www.barstop.co.uk](http://www.barstop.co.uk)



# WEST RESERVOIR CENTRE MEETING ROOMS

## TOWER ROOM

Ideal for Exhibitions / Events / Meeting spaces

Minimum hire 3 hours

### DIMENSIONS .....

- 18m x 12m (60ft x 40ft)

### CAPACITY .....

- 150 seated reception
- 180 standing
- 60 theatre style with screen
- 100 theatre style without use of screen

### FACILITIES AVAILABLE FOR HIRE .....

- Uplighters - £60
- PA System (90db limit) - £60
- Projector/screen - £60
- Laptop
- Flip chart/paper/pens - £10

### COSTS .....

- Daytime hourly rate - £155
- Evening hourly rate - £185

### SECURITY .....

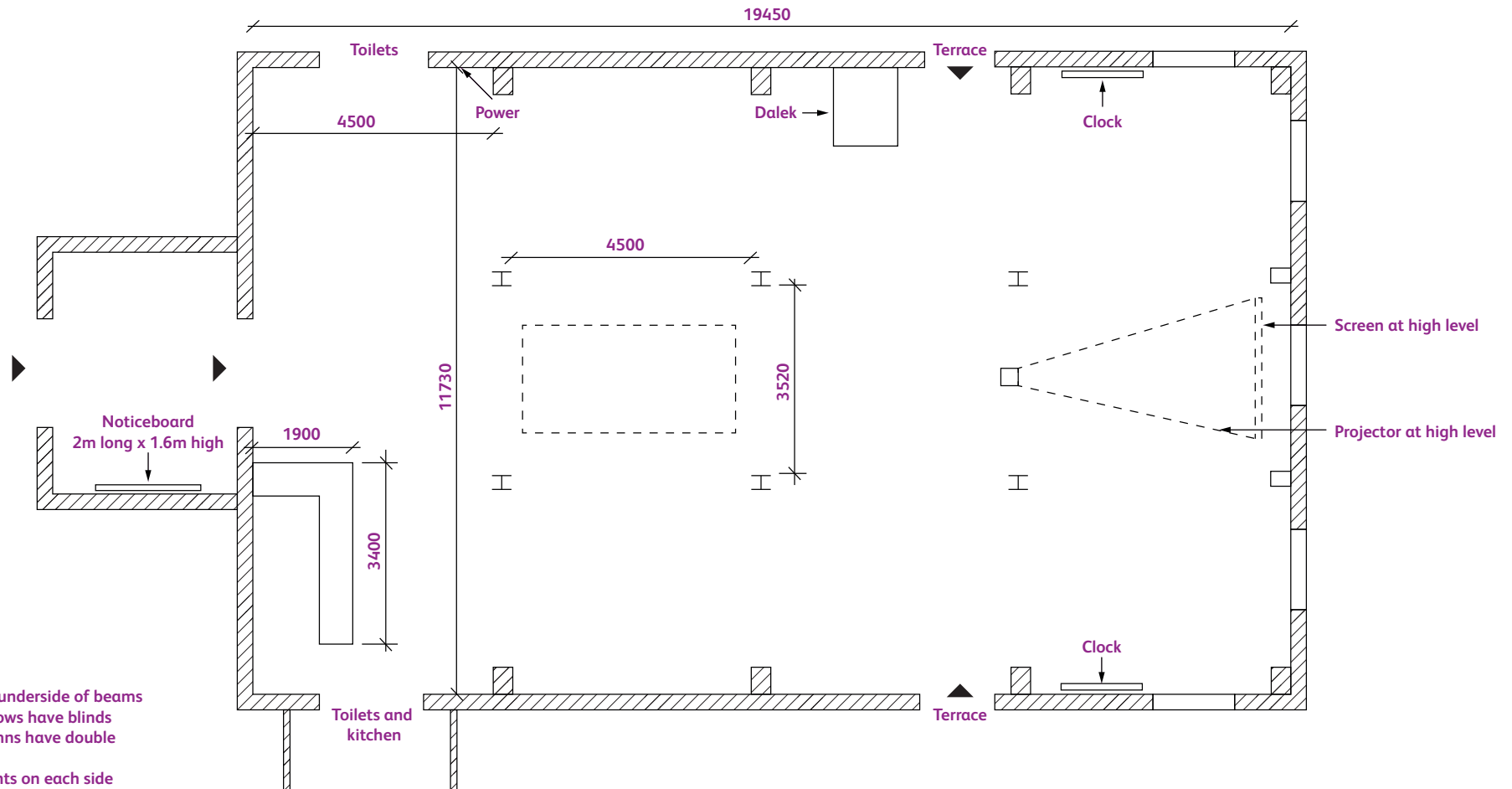
Dependant on type of event, costs for security may be added - £34 per hour



# TOWER ROOM FLOOR PLAN

Utilise our floor plan to create the perfect table and decoration layout for your function.

For more information email [west-reservoir@gll.org](mailto:west-reservoir@gll.org)



- 4.2m to underside of beams
- All windows have blinds
- All columns have double sockets
- 12 uplights on each side

# WEST RESERVOIR CENTRE MEETING ROOMS

## SEMINAR & LECTURE ROOM

Ideal for Meetings / Talks / Workshops

Minimum hire 3 hours

### DIMENSIONS .....

- 11m x 6m (36ft x 20ft)

### CAPACITY .....

- 40 seated theatre style
- 32 classroom style
- 50 standing

### FACILITIES AVAILABLE FOR HIRE .....

- Projector/screen - £60
- Laptop - £60
- Flip chart/paper/pens - £10

### COSTS .....

- Hourly rate Mon - Fri Daytime - £65
- Hourly rate Mon - Fri Evening - £95
- Hourly rate Sat - Sun Daytime - £80
- Hourly rate Sat - Sun Evening - £120





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