

— LONDON —
SHENLEY CLUB

DRY HIRE

LONDON SHENLEY CLUB





Package Inclusions

- The Event Suite Hire

  9am – 11pm (Mon–Thurs)

  9am – Midnight (Friday, Saturday & Bank Holidays)
- Draping, Fairy Lights & Chandeliers
- 5ft & 6ft Rounds
- 6ft Trestle Tables
- Up to 200 Chiavari Chairs
- Unlimited Corkage
- Private Terrace
- Kitchen Access (to include hobs, work surfaces, sink, fridges & oven)

Extras

- Cleaning Fee: £250 + VAT (£300 including VAT)
- Rubbish Disposal: £150 + VAT (£180 including VAT)
- Use of Bar (LSC to Remove Stock): £500 + VAT (£600 including VAT)
- LSC to Stock and Serve the Bar + minimum spend of £750 + VAT: £300 + VAT (£360 including VAT)

Booking Terms

Dry Hire and the Venue

To be clear, with the dry hire package, event planning, coordination and staffing are the responsibility of the customer or their external events company. Prior to the day, we will of course be able to answer any questions about the venue and will be requesting your suppliers' Health & Safety Documentation, but all planning and details would be external. If any of your suppliers would like to visit the venue prior to the event (this is recommended for caterers), this can be arranged with the Events Team with prior notice.

Capacities

The Event Suite can accommodate up to 20 round tables. Please note that your set-up plans may impact on this capacity when factoring in space for a dancefloor, DJ, staging or anything else you want to have in the room.

Security Deposit

A £300.00 security deposit is required against the venue being returned in the same clean and tidy condition it was hired to you and within the contracted times, with all equipment and rubbish removed. This also covers any general damage, missing equipment from the kitchen and the kitchen, along with all rooms used being left in a clean state, with rubbish taken away from the venue. If the venue is not left in a standard we are happy with, money will be deducted from your bond. Non-removal of rubbish or failure to clean the venue will result in loss of deposit.



Booking Terms



Ceremonies

If you wish to book a legal wedding ceremony as part of your special day, you are responsible for organising this directly with the Hertfordshire Registrar. There is no charge from the venue for this, as all ceremony arrangements and coordination are the responsibility of the customer or their appointed external events company. If you would like to book a separate space for your ceremony (for example, The Long Room or The Veranda), please speak with the Events Team at LSC. Your Events Team will be responsible for setting your ceremony up, turning it around for the main event if required, and running the ceremony for you. Please do make us aware of any arrangements made with the Registrar.

We do also allow religious ceremonies, including Hindu ceremonies with the ceremonial fire. Please notify us of this prior to the day.

Booking Terms



What You / Your Caterers / Décor / Event Company Are Responsible For:

- All event setup, breakdown and any room turnarounds
- Send a copy of these terms and conditions to your caterers
- Event Management – before and during the event
- All staffing of event – London Shenley Club will not be supplying any staff
- Table linen, cutlery, crockery and glassware
- All catering equipment including: ice machines, water urns, freezers, bin bags etc.
- All decoration
- To tidy and clean the venue at end of use, including the kitchen area
- All rubbish to be taken away from the venue

Booking Terms

Health & Safety Documentation

For all events, you, the client, are responsible for providing the following documentation in accordance with the Health & Safety at Work Act 1974. This is to be provided for all third-party contractors visiting London Shenley Club under your instruction (such as bands, DJs, entertainers and caterers).

Please note these must be received before the event can take place:

- Public Liability Insurance
- Copies of electrical testing certificates (PAT test certificates)
- Food hygiene certificates & rating
- COSHH risk assessment

Kitchen Access

Your caterer will have access to the worktops, hobs, oven, fridge and sink. Any damages by your caterer will be charged from your security deposit, and you are responsible for all of your third-party suppliers.



Booking Terms

Photo Areas

You have a private terrace that can be used for wedding photos. The remainder of the surrounding grounds are part of the cricket pitch, and you and your guests do not have access to this area.



Live Music & Sound Limits

Live music is permitted. There is an 85 decibel limit for inside music and a 45 decibel limit for outdoor music. We require a copy of the Public Liability Insurance and PAT test certificates of all outside musicians performing at our premises.

Deposits

- £1,500 booking deposit
- 25% at 12 months prior
- 50% at 6 months prior
- Final balance 1 month prior along with £300 cash retainer

Booking Terms

Cricket Pitch

We are a fully functioning cricket centre; thus, cricket can occur on any day of the week. There is always cricket on Saturdays from mid-April to mid-September. We have two grounds at Shenley, the main ground and the nursery ground. If you require additional space for your event, it is possible to agree that there is no cricket played on the main ground, for an additional fee. This also only applies for Sunday–Friday

Accommodation

London Shenley Club does not have any accommodation or bedrooms onsite. We can provide a discount code for a nearby Hilton hotel, offering guests up to 15% off bedroom bookings. Hilton will provide their own terms and conditions, and your bookings will not link directly to your booking here at London Shenley Club

Additional Services & Enhancements

Early Access

Arrive early to assist with your event setup and preparations, subject to availability.

- Access prior to the standard hire period
- Ideal for decorators, suppliers and setup teams
- Charges may apply
- Please enquire with our Events Team for availability

Bar Worktop Use

Use of the bar worktops can be made available to support catering and beverage service requirements.

- Suitable for external caterers and suppliers
- Subject to venue guidelines
- Availability to be confirmed prior to your event

Cleaning Services

A post-event cleaning service can be arranged to ensure the venue is returned to its original condition.

- Standard cleaning requirements
- Additional cleaning for larger events if required
- Charges may apply depending on event size and requirements

Getting Ready Room

Our dedicated Getting Ready Room provides a comfortable and private space for preparations before your event.

- Private use prior to your celebration
- Ideal for bridal parties and event hosts
- Convenient access to venue facilities
- Subject to availability

Additional Options

Further enhancements may also be available, including:
Extended hire periods | Additional furniture hire | Supplier access arrangements | Photography location access | Bespoke event requirements

Please speak with our Events Team for current availability and pricing.



Contact Us

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