

ROOM HIRE  
CHARGES  
FOR 2027

PEAK SEASON  
APRIL TO OCTOBER  
2027

OFF PEAK SEASON  
JANUARY TO MARCH,  
NOVEMBER & DECEMBER  
2027

| WEEKDAY<br>(MON-THUR)     | EMPEROR SUITE & CAESAR SUITE  | £6,200 | £5,200 |
|---------------------------|---|--------|--------|
| FRIDAY                    | EMPEROR SUITE & CAESAR SUITE<br>Option 1 - Daytime Event<br>Set-up: 8.00am - 1.00pm<br>Function: 1.00pm -7.00pm<br>Clear down: 7.00pm - 9.00pm<br>or Option 2 - Evening Event<br>Set-up: 12.00pm - 5.00pm<br>Function: 5.00pm - 11.00pm<br>Clear down: 11.00pm - 1.00am | £7,200 | £6,200 |
| SATURDAY/<br>BANK HOLIDAY | EMPEROR SUITE & CAESAR SUITE<br>Option 1 - Daytime Event<br>Set-up: 8.00am - 1.00pm<br>Function: 1.00pm -7.00pm<br>Clear down: 7.00pm - 9.00pm<br>or Option 2 - Evening Event<br>Set-up: 12.00pm - 5.00pm<br>Function: 5.00pm - 11.00pm<br>Clear down: 11.00pm - 1.00am | £8,700 | £7,700 |
| SUNDAY                    | EMPEROR SUITE & CAESAR SUITE<br>Option 1 - Daytime Event<br>Set-up: 8.00am - 1.00pm<br>Function: 1.00pm -7.00pm<br>Clear down: 7.00pm - 9.00pm<br>or Option 2 - Evening Event<br>Set-up: 12.00pm - 5.00pm<br>Function: 5.00pm - 11.00pm<br>Clear down: 11.00pm - 1.00am | £8,200 | £7,200 |

\* subject to room layout selected



# DRY VENUE HIRE (SELF CATERED EVENTS) with the exception of special effects

## STANDARD EVENT TIMINGS (Choose from Option 1 or Option 2)

### Option 1 - Daytime Event

Set-up: 8.00am - 1.00pm

Function: 1.00pm - 7.00pm

Clear down: 7.00pm - 9.00pm

### Option 2 - Evening Event

Set-up: 12.00pm - 5.00pm

Function: 5.00pm - 11.00pm

Clear down: 11.00pm - 1.00am

- Any hours outside of the above event schedules are charged as extra hours.
- Where both schedule options are booked on the same day, the second schedule is treated as a second function and charged at 70% of the standard rate.
- Set-up and clear-out periods are strictly allocated for those purposes only and are non-transferable. If the function extends into these times, additional hours will be charge accordingly.

## ADDITIONAL VENUE HOURS (Hourly Extensions)

Extra hours may only be added to extend one continuous event programme.

- ◆ Monday to Thurs £400 per hour
  - ◆ Friday £450 per hour
  - ◆ Sunday £500 per hour
  - ◆ Saturday/Bank Holiday £550 per hour
- Late night extensions beyond 1.00am: £1,050 per hour (subject to council approval)
- All additional hours are charged per full hour only - rather than being calculated on a minute-by-minute basis.
- Where an application for extended hours is submitted and refused by the local council, a £100 administration fee applies.

## RELIGIOUS OR CIVIL CEREMONIES

Ceremonies occurring during the main function period are included. Ceremonies occurring during setup time are charged at a fixed fee of £1,000 which includes up to two hours.

## SECOND FUNCTION (Same Day)

- Venue hire permits one continuous event programme only.
- Where a room reset or second reception occurs on the same day, the booking is treated as a second function and charged at 70% if the room hire price for that day.

## KITCHEN GAS USAGE

- 3 hours gas usage is included within the standard venue hire.
- Where extra gas usage is required, it is charged at £100 per hour.
- Maximum gas usage allowed is: 8 hours
- Gas usage is charged per full hour only - rather than being calculated on a minute-by-minute basis.

## CASH BAR - CORKAGE FEE

- If cash bar is to be operated, a £1,000 corkage fee will apply.

## TABLES AND CHAIRS

- Tables and chairs are provided for up to a maximum capacity of 500 guests, subject to room layout.
- The Decorium does not lay out the tables and chairs

## PARKING

- The Decorium: On site parking is included in the standard venue hire complementary 20 spaces (15 guest / 5 supplier)
- The Mall Wood Green: 100 complimentary parking spaces are included in the standard venue hire and are reserved exclusively for The Decorium host and their guests.

## AMOUNT HELD ON ACCOUNT

- £2,000 amount held on account, is payable in addition to the venue hire. This amount may be applied towards additional charges, damages or breaches of the booking agreement.

## USE OF VENUE

- The venue may only be used for the purpose and event programme stated in the booking contract.
- Any changes requires prior written approval from The Decorium and any applicable charges will be payable.

## IMPORTANT VENUE INFORMATION

- ◆ The Decorium operates on a self-catered dry venue hire basis, with the exception of special effects which has to be arranged through The Decorium's approved supplier.
- ◆ Sound systems are not provided by the venue.
- ◆ A Premises Manager will be present during the event to oversee building compliance.
- ◆ All event setup, coordination, car park and supplier management remain the responsibility of the client.
- ◆ All deliveries, collections and event logistics are to take place within the contracted hire period.
- ◆ 4 x 1100 litre bins are provided for catering waste only. Any excess waste will be charged at £200 per 1100 litre bin.

