

The Mill Arts & Events Centre

Wedding Pack

The Greeting

The Wedding Breakfast

The Evening Buffet



The Greeting

Traditions... the receiving line

It was believed, in ancient times that the bride and groom were blessed and those who touched them would have good luck!

Upon arrival of the bridal party at the venue, the newlyweds are greeted and view the wedding room and can take additional album shots with the photographer such as the mock cake cutting. This is then followed by the formal receiving line to welcome the wedding guests into the venue. Traditionally, the guests will receive a welcoming drink...

To add an elegant touch to the greeting perhaps...

A selection of handmade canapés	£1.95 per person
A selection of hot and cold canapés	£2.95 per person

For those with a sweet tooth

Strawberries dipped in chocolate	£2.95 per person
Strawberries & raspberries dipped in dark & white chocolate	£3.25 per person

The Wedding Breakfast

Traditions... The Bridal Favour

Traditionally made by the Bride as a gift to the female guests, comprising of five sugared almonds representing, health, wealth, happiness, fertility and longevity.

Our Wedding Breakfasts offer the formality of a traditional meal with full silver service and adhere to the etiquette of the day. Each menu is served with a freshly baked white or wholemeal petit pain and a choice of two types of potato and two other vegetables included in the menu price.

We offer three set price menus which offer variety and value for an elegant Wedding Breakfast. Each of the menus includes an evening buffet for your daytime guests.

Please select one starter, one main course and one dessert from your chosen set menu.

Set Menu One

Spring Vegetable Soup

Melon and Peach Salad

Prawns Marie Rose

Brandied Chicken Liver Pâté with Melba Toast

~

Traditional Roast Beef with Yorkshire Pudding

Lamb in a Rich Minted Gravy

Breast of Chicken Chasseur

Roast Chicken with Bacon

Loin of Pork Calvados

(Please select any dish from our vegetarian menu)

~

Profiteroles Noir Blanc

(Served with dark and white chocolate)

Traditional Apple Pie

(Served either hot with a rich custard or chilled with vanilla Ice cream)

Summer Pudding

Fresh Seasonal Fruit Salad

~

Coffee and Mints

~

This menu includes finger buffet 'A' for your daytime guests

£29.95 per person



Set Menu Two

Classic French Onion Soup

Summer Fruits and Nuts

Three Fish Terrine

Egg Mayonnaise

~

Seafood Thermidor Pancake

~

Mango Sorbet

~

Roast Leg of Lamb

Breast of Chicken Piri Piri

Roast Turkey

Loin of Pork Montgomery

Contrefillet of Beef Dijon

(please select any dish from our vegetarian menu)

~

Gooseberry Fool

Lemon and White Chocolate Mousse

Panacotta with Summer Fruits

Strawberry Shortcake

~

Coffee and Petit Fours

~

This menu includes either finger buffet 'C' or 'D' for your daytime guests.

£37.00 per person

Set Menu Three

Hot and cold Canapés on arrival

~

Asparagus Soup with Mascarpone Croutes

Buffalo Mozzarella, Tomato and Basil Salad

Tempura Vegetables with a Sweet Chilli Sauce

Dressed Salmon Darn

~

Pink Champagne Sorbet

~

Fillet of Beef Wellington

Noisette of Lamb Marchand du Vin

Breast of Chicken Florentine en Croute

Chicken Breast Champagne

Paupiettes of Plaice with Smoked Salmon and Horseradish Sauce

(Please select any dish from our vegetarian menu)

~

The Millers Strawberry Meringue

Tropical Fruit Terrine

Strawberry and Passion Fruit Parfait served with a Wild Summer Berry Coulis

Chocolate Tart

~

Cheese Board

~

Coffee and Petit Fours

~

This menu includes finger buffet 'E' for your daytime guests.

£45.00 per person



Following are our full menus, individually priced for those who wish to select an alternate Wedding Breakfast.

First Course

Asparagus Soup with Mascarpone Croutes (vegetarian)	£3.30 per person	Classic French Onion Soup with Croutons (vegetarian)	£3.30 per person
Rich Minestrone Soup with Chorizo Sausage and Parmesan	£3.30 per person	Lobster Bisque	£3.30 per person
Spring Vegetable Soup	£3.30 per person	Mushroom Soup finished with Cream and Croutons (vegetarian)	£3.30 per person
Brandied Chicken Liver Pate with Melba Toast	£3.60 per person	Three Fish Terrine served with toasted Olive Bread	£4.20 per person
Prawns Marie Rose (the classic Prawn Cocktail)	£3.70 per person	Smoked Mackerel with a Tapenade Dressing and Horseradish Sauce	£3.70 per person
Buffalo, Mozzarella, Tomato and Basil Salad	£4.60 per person	Dressed Salmon Darn	£3.80 per person
Melon and Peach Salad (vegetarian)	£3.60 per person	Chefs Hors d'Oeuvres (selection of miniature hors d'oeuvres)	£3.60 per person
Tempura Vegetables with Sweet Chilli Sauce (vegetarian)	£3.70 per person	Egg Mayonnaise	£3.60 per person
Summer Fruit and Nuts (vegetarian)	£3.60 per person	Salmon Salad Mill	£3.60 per person

Fish Course

Our food is hearty so a fish course is far from a necessity however, for tradition and etiquette here is our selection (they can also be used as additional starters).

Seafood Thermidor Pancake	£3.80 per person	Paupiette of Plaice with Smoked Salmon and Horseradish	£4.25 per person £13.95 per person (as main course)
Seafood Filo Parcel in Two Sauces	£3.80 per person	Poached Salmon in Dill Sauce	£3.80 per person £13.25 per person (as main course)
Paupiette of Sole Veronique	£4.65 per person £14.70 per person (as main course)		



Sorbet

To cleanse the palate after a Fish Course or to add interest to your menu you could offer a Sorbet Course...

Pink Champagne Sorbet

Mango Sorbet

Lemon Sorbet

Sorbet Course £2.25 per person.

Main Course

Traditions... The wedding Breakfast

The first meal of the couples union (not eggs and bacon!!!)

All served with a choice of two potatoes and two vegetables included in main course price.

Traditional Roasts

Roast Beef with Yorkshire Pudding	£13.25 per person	Roast Turkey with Chipolata and Chestnut Stuffing	£13.25 per person
Roast Leg of Lamb with Mint Sauce	£13.25 per person	Roast Chicken with Bacon	£13.25 per person

Chicken Dishes

Breast of Chicken Chasseur	£14.85 per person	Breast of Chicken Piri Piri	£14.85 per person
Breast of Chicken Champagne	£14.85 per person	Breast of Chicken Florentine en Croute	£14.85 per person

Lamb and Pork

Lamb Shank in Red Wine and Rosemary	£16.95 per person	Noisette of Lamb Marchand du Vin	£17.45 per person
Loin of Pork Calvados	£14.85 per person	Pork Montgomery	£15.35 per person



Beef

Contrefilet of Beef in Pepper Sauce	£18.40 per person	Contrefilet of Beef Dijon	£18.40 per person
Fillet of Beef Wellington	£21.45 per person	Fillet of Beef with Stilton and Port	£21.45 per person

Fish (please also see Fish Courses)

Luxurious Fish Pie	£13.25 per person	Salmon en Croute	£13.25 per person
--------------------	-------------------	------------------	-------------------

Vegetables

Please choose two vegetables and two potatoes which are included in the main course price.

Cauliflower Mornay	Fresh Green Beans
Braised Red Cabbage	Summer Roasted Vegetables
Baton Carrots	Winter Roasted Vegetables
Ratatouille	Sauté Courgettes
Minted Peas	Broccoli Florets
Mange Tout	

Potatoes

Sauté Potatoes	Dauphinoise Potatoes
Duchesse Potatoes	Fondant Potatoes
Parmentier Potatoes	Biarritz Potatoes
Buttered New Potatoes	Marquis Potatoes
Roast Potatoes	

Vegetarian Selection

Vegetarian dishes are charged at the price of your selected menu.

Baked Stuffed Aubergine

Wild Mushroom Risotto

Spinach and Ricotta Parcels

Vegetable Stroganoff

Roasted Vegetable Lasagne

Vegetable Pancakes with Mushroom Sauce

Children's Selection

Above the minimum numbers, children under the age of eight are charged at half price. For this they can either have the same as the adults or a choice of the below:-

(Please note: children in highchairs are free of charge if they are having a little of their parents meal, with us to provide some additional vegetables. We are happy to provide a limited number of highchairs).

Melon selection

Tomato Soup

Breaded Chicken Pieces with Chips,
Baked Beans or Peas

Margherita Pizza with Chips,
Baked Beans or Peas

Jelly and Ice Cream

Chocolate Whirl

Let us know if your children have any special dietary requests, so that we can prepare a menu especially for them...

Sweet nothings...

Summer Pudding	£3.95 per person	Fruit Salad	£3.95 per person
The Millers Strawberry Meringue	£4.30 per person	Chocolate Tart	£3.95 per person
Porters Profiteroles Noir Blanc	£3.95 per person	Cheesecake (selection of flavours)	£3.95 per person
Panacotta with Summer Fruits	£4.30 per person	Crème Brulee	£4.30 per person
Spotted Dick and Custard	£3.95 per person	Strawberry and Passion Fruit Parfait	£4.30 per person
Traditional Apple Pie	£3.95 per person	Strawberry Shortcake	£4.50 per person
Lemon and White Chocolate Mousse	£3.90 per person	Gooseberry Fool	£3.90 per person
Chocolate Orange and Grand Marnier Roulade	£4.30 per person	Tropical Fruit Terrine	£4.30 per person

Your guests will be well fed and relaxed, so if you wish to finish with a cheeseboard, it will be silver served to each table with biscuits, grapes, celery and walnuts.

Cheese board **£3.50 per person**

Coffee and Mints **£1.25per person**

Coffee and Petit Fours **£1.95 per person**

We are delighted to provide and cater for vegan, celiac, dairy free and diabetic dietary requirements. Contact us for further information

Please note: We are pleased to inform you of food items which do not contain Nuts. However our preparatory kitchens are not nut free areas so we cannot guarantee certain food products have not come into contact with nuts.



Evening Buffet Menus

Traditions... Traditionally, the safest season to marry was between harvest and Christmas, when food was plentiful. An old English rhyme says "Marry in September's shine, your living will be rich and fine".

Following the Wedding Breakfast and the formalities, depending on the suite you have chosen, the room is prepared for the more informal part of your event, the evening bar and the dancing that follows. It is during this part of the wedding that the evening buffet is served to sustain your guests for the remaining celebrations.

Normally a finger buffet is sufficient when following a Wedding Breakfast as the majority of your guests have been handsomely fed already. The finger buffets that follow are designed to fulfill this purpose.

Finger Menu A

Assorted sandwiches
Bouchee of Prawn in Marie Rose & Egg Mayonnaise and Cucumber
Sausage and sage puff pastry rolls
Vegetable Spring Rolls with Sweet Chilli Dip
Cocktail mozzarella and sun dried tomatoes
Crisps and nuts

£6.90 per person

Finger Menu B

Assorted sandwiches
Bouchee of Prawn in Marie Rose , Egg Mayonnaise and Cucumber
& Coronation Chicken
Quiche Lorraine
Devilled chicken drumsticks
Spiced vegetable somosas
Cocktail sausage and onion
Cocktail mozzarella and sun dried tomatoes
Crisps and nuts

£7.95 per person

Finger Menu C

Platter of finger sandwiches
Bouchee of Minted Lamb, Smoked Mackerel & Horseradish &
Egg Mayonnaise and Cucumber
Herbed Chicken Drumsticks
Sausage and sage puff pastry rolls
Stilton and broccoli quiche
Mini Sausage Toads
Ploughman's Platter of Cheddar, Pork Pie, Scotch egg, Rustic Bread,
Pickles and Garnish
Crisps & Assorted Savoury Snacks

£8.95 per person



Finger Menu D

Platter of Finger Sandwiches
Bouchees of Coronation Chicken, Piri Piri Prawn, Houmous & Olive
Breaded Chicken Goujon with Sweet Chilli Dipping Sauce
Crudités, Tortilla Chips and Pita Bread with Dips
Spicy Mini Indian Selection with Mango Chutney Dip
Thai Green Chicken Curry and Coriander Wraps
Moroccan Couscous Wraps
Smoked Salmon and Cream Cheese Mini Blinis
Crisps & Assorted Savoury Snacks

£8.95 per person

The above buffets served with our:

Classic Selection of sandwiches, consisting of, Roast Beef, Turkey, Prawn in Marie Rose Sauce, Tuna Mayonnaise, Cheddar Cheese and Egg Mayonnaise served on thick white and wholemeal bread.

For a supplement of **£1.25 per person** you can enjoy our:

Premier Selection which is served on thick rustic bloomer bread and consists of Gammon and Coleslaw, Rare Beef, Horseradish Cream and Tomato, Smoked Salmon with Cream Cheese and Black Pepper, Seafood Cocktail with Mixed Salad Leaves, Houmous, Peppers and Onion and Five Counties Cheeses and Salad.

Or our:

Continental Selection consisting of baguettes of Rare Beef, Horseradish Cream and Rocket, Croissants with Smoked Ham and Mature Cheddar, Bagels with Smoked Salmon, Cream Cheese and Black Pepper and Rustic Italian Bread with Buffalo Mozzarella, Tomato, Pesto and Basil leaves.

Finger Menu E

Danish open sandwiches
Lemon, Ginger and Honey Chicken Drumsticks
Roasted Vegetable quiche
Crudités, Tortilla Chips, Pita Bread with dips
Duck Spring Rolls with Hoi Sin Dip
Wraps of Chicken Caesar Salad
Wraps of Greek Feta Salad
Smoked Salmon and Cream Cheese Mini Blinis
Nuts and assorted savoury snacks

~

A selection of sweet assorted finger cakes

£9.95 per person



Vegetarian Buffet

Mexican bean tortilla wraps
Wild mushroom and Roquefort quiche
Italian cheese and red pesto tarts
Vegetarian finger sandwiches
Savoury vegetable pastries
Crudites with dips
Spiced vegetable samosas
Cocktail mozzarella and sun dried tomato
Feta, red onion and pepper brochettes
Crisps and nuts

£8.95 per person

Following is a **Mixed Buffet** offering a mixture of both fork and finger items for those who wish to offer greater variety to their guests without the formality of a full knife and fork buffet:

Finger Menu F

Open Petit Pain Selection
Wraps of Chicken Salsa
Wraps of Moroccan Couscous
Goujons of Chicken Tikka
Dim Sum Selection with Sweet Chilli Dip
Salmon and Broccoli quiche
Italian Cheese, Basil and Red Pesto Tarts
Potato Salad
Coleslaw
Italian Pasta Salad

£11.75 per person

A mini finger dessert selection consisting of items such as, Mini Banoffee Pies, Mini Strawberry Shortcakes, Mini Fruit Meringues and Mini Cheesecake Bites is available from **£2.95 per person**.

A selection of Gateaux and Sherry Trifle can be served from the buffet table with pouring cream from **£2.95 per person**, or choose from the dessert section of the menu.



Centrepieces

An elegant centrepiece can add interest to your buffet table:

Fruit display
£45

A cheese board
£55

A Tower of Profiterole
£150

Luxurious seafood platter
£75

A whole dressed salmon
£75

Additional seafood items are available on request.

Fork buffets

As an alternative to a formal dinner you may chose to have a buffet served to your guests from the buffet table. This style of service still offers an elegant menu, however gives greater choice to your guests.

Your guests are invited, a table at a time, to the buffet table. However, if you choose to have a starter or a dessert this can be served to your guests at their table.

Fork Menu 1

Carved beef
Fresh carved turkey
Carved honey glazed gammon
Smoked salmon and asparagus quiche
Hot herbed new potatoes
Mixed fresh salad
Waldorf salad
Coleslaw
Tomato and onion salad
French bread and butter
~
Tea and Coffee

£17.95 per person

Fork Menu 2

Carved roasted beef
Fresh carved turkey
Poached decorated salmon darnes
Stilton and broccoli quiche
Hot herbed new potatoes
Pasta and seared tuna salad
Salad nicoise
Wild rice salad
Mixed leaf salad
Coleslaw
French bread and butter
~

Selection of homemade gateaux
and sherry trifle

£19.75 per person



Drinks Packages

Silver Package

On arrival:

A glass of sparkling Bucks Fizz or

A glass of refreshing non-alcoholic fruit punch

With your meal:

Two glasses of House Red, White or Rose Wine

For your Toast:

A glass of Chilled Sparkling Wine

£9.95 per person

Gold Package

On arrival:

A glass of cooling Pimms, or

A glass of refreshing non-alcoholic Punch

With your meal:

Two glasses of House Red, White or Rose Wine

For your Toast:

A glass of Chilled Champagne

£12.95 per person

Platinum Package

On arrival

A glass of chilled Duval-Leroy Champagne or

A glass of cooling Pimms

With your meal

Two glasses of House Red, White or Rose Wine

For your Toast

A glass of chilled Duval-Leroy Champagne

£15.95 per person

Children's Package

Non-alcoholic drinks reception with unlimited soft drinks throughout the meal
(Excluding Bottled products)

£4.95 per child



Reception Drink Packages

Package A

On arrival your guests can choose from
A glass of House Red or White Wine or
A glass of refreshing fruit punch

£2.50 per person

Package B

On arrival your guests can choose from
A glass of Chilled, Sparkling Cava or
A glass of refreshing fruit punch

£2.95 per person

Package C

On arrival your guests can choose from
A glass of cooling Pimms or
A glass of refreshing fruit punch

£3.50 per person

Corkage

All non sparkling wines £6.50

Sparkling wines (not Champagne) £6.50

Champagnes £6.50

Sundries

Jugs of Juice £5.50

Pot of Tea £9.50

Pot of Coffee £9.50





Purchase Order No

Name/ Organisation

Address

.....

.....

Tel (Home): (Mobile):

Venue: Hall/ Room:

Date of Event: Hours of Event:

Type of Event: Expected Attendance:

Is Catering Required?..... Menu No:
(No external catering to be brought into the building unless cleared with management on booking)

Are Bar Facilities Required? Bar Hours:

Additional Requirements:

.....

Where did you hear about us:

I have read the Terms and Conditions of Hire and I am in agreement to pay the charge quoted to me (the hirer)

Signature: Title: Date:

Full Name (BLOCK CAPITALS):

A deposit must accompany this application, and all deposits are non refundable. Please refer to the enclosed conditions of hire for the appropriate deposit required. Any dates booked can not be changed once a deposit has been paid. All cheques made payable to Holmes Place Management Ltd and sent to,
The Mill Arts & Events Centre, Bellingham Lane, Rayleigh, Essex SS6 7ED
Tel: 01268 778171, Fax: 01268 778737

A Rochford District Council Facility Managed by Virgin Active.
Registered Office: 100 Aldersgate Street, London EC1A 4LX
Registered in England & Wales No. 02353684



The Mill Arts & Events Centre and Castle Hall

Regulations and Conditions of Hire

These Conditions and Regulations are binding upon any person, club or organisation hiring The Mill or Castle Hall and relate to all parts thereof. All references to the Company refer to Virgin Active whose agent is the Manager of the building in question.

1. VENUE:

All correspondence, posters and other publicity should refer to the venue as follow:-

The Mill Arts and Events Centre, Bellingham Lane, Rayleigh Essex SS7 4ED

Castle Hall, Castle Road, Rayleigh, Essex SS6 7QF

2. APPLICATIONS

The person signing the application form shall, for the purposes of these Conditions be deemed to be the Hirer and shall be aged 18 years or over. Transfer of bookings or sub-bookings will be allowed only with the written consent of the Manager. The hall may, at the Manager's discretion, be booked for a single event more than one year in advance subject to the strict understanding that scale of charges at the date of the function will apply unless payment is made in full at the time of booking. Bookings for a series of meetings/events would not normally be accepted for a period exceeding six months.

3. PAYMENT OF DEPOSIT

A deposit of £425.00 for the Main Hall, £295.00 for the Bar Lounge, £500.00 for the Whole Building and £65.00 for Castle Hall must be submitted with the booking form.

THE COMPANY ACCEPTS ALL DEPOSITS ON THE UNDERSTANDING THAT THEY ARE NON-REFUNDABLE

4. CANCELLATION OF BOOKINGS

The company reserves the right to refuse any bookings without explanation and to cancel any bookings upon reasonable grounds. In this event written notice will be given by the Company to the Hirer and any fees already paid will be refunded, or alternative dates offered. The Company shall not be liable for any loss which may be sustained by the Hirer as a result of such cancellation.

THE COMPANY ACCEPTS ALL DEPOSITS ON THE UNDERSTANDING THAT THEY ARE NON-REFUNDABLE

5. LIMITS OF ACCOMMODATION

The limits of accommodation are only to be used as a guideline. The precise number of persons attending a function will be at the discretion of the General Manager after discussion with the Hirer. The hirer shall then be responsible for ensuring that these limitations are observed and that all rules and regulations of the Company, or any other relevant authority, applicable to the arrangements of seats and gangways are obeyed.

6. ENTRY OF OFFICIALS

The Company reserves the reasonable right of entry to the facility by its staff or any person duly authorised, unless otherwise agreed.

7. FACILITY

The provision of all food and refreshment will be by the Company's nominated Caterer. Final numbers of catering must be supplied ten working days before the function when the account must be settled. This figure, if not increased, will be the number for which you will be charged. Increased figures will be charged accordingly. Customers requiring or having catering need to cater for a minimum 75% of their guest attending. All Catering will be out for a two hour period for Health and Hygiene reasons, no Catering to be taken of site. No external Catering allowed. In the case of Multicultural Events a copy of the Caterers Health and Hygiene, and Public Liability Certificates are required along with a £500.00 CASH damages deposit for use of the Kitchen.

8. INTOXICATING LIQUORS (The Mill)

Intoxicating liquors may only be consumed on the premises by arrangement with the Manager of the premises who is the licensee. Under no circumstances are Hirers to bring or permit intoxicating liquor to be brought onto the premises.

Anyone wishing to extend the bar hours past midnight will be subject to an additional charge, details of which are available on request.

(Castle Hall)

This hall is not licensed for the sale of intoxication liquors, and no intoxication liquor shall be sold in the hall unless a licence is granted by the Licensing Justices. If a licence is required for a specific function, the hirer should make arrangements with the Manager or another person who is licensed to sell intoxicating liquor to the public. The company must be notified by the hirer in writing of his/her intention to make such arrangement at the time of application to hire the hall and reserves the right to refuse permission.

9. CLOAKROOMS

Cloakroom facilities are not generally available but on occasions these can be provided at an extra cost to the hirer.



10. GENERAL

The facility may only be used for the purpose and period shown in the official confirmation of booking, unless the Hirer has obtained the prior written consent of the Company.

11. CHILDREN'S ENTERTAINMENT

Children's entertainment may be held only with the verbal consent of the Company. The expression "children's entertainment" shall be deemed to be any entertainment specifically organised for persons under the age of eleven years, excluding any cinematographic exhibition. We do not allow parties for children aged twelve to seventeen years. At any function organised wholly or mainly as children's entertainment there shall be present at least one adult for every fifty children or part of fifty children. The number of attendants shall be equivalent to at least the number of public exits.

12. PRIZES

No person or organisation is permitted to give away goldfish or any live animals, as prizes, whilst holding an event on Council premises under the control of the Company.

13. DAMAGE TO HALL OR EQUIPMENT

The Hirer shall be liable on demand for any damage to the premises or the fixtures, fittings, furniture and any articles belonging to the Company and caused by the Hirer's use of the premises. The cost of such damage shall be assessed by the Company, whose decision thereon shall be final. No screws or nails shall be driven into the walls, floors or ceiling of the premises or its furniture, fixtures or fittings. The Hirer shall leave the premises in as good order and condition as they were at the time of the Hirer's entry to the premises. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire fighting equipment, except in the case of emergency. A deposit of £250.00 will be required for all events, in the case of 18th and 21st Birthday Parties a deposit of £250.00 CASH is required.

A DEPOSIT TO COVER ANY POSSIBLE DAMAGE WILL BE AT THE DISCRETION OF THE MANAGER

14. BAND NIGHT/ PUBLIC ENTERTAINMENT FUNCTIONS:

£250.00 CASH damages deposit required 24 hours before function, this will be taken if you have to cancel your function for any reason. SIA registered door staff are required. Ticket collectors on the doors. No food, Alcohol or Non-alcoholic beverages are allowed to be bought into or consumed on the premises at any time.

15. BAR

Alcohol served until 11 pm with no catering. Alcohol served till 12 midnight with in house catering. 1am licence is available for the extra charge of £100.00 and food has to accompany this event unless passed by the centre manager

16. INJURY TO PERSONS AND DAMAGE TO PROPERTY

The Company and its servants or agents will not in any circumstances be responsible for injury to persons (except in the case of negligence by the Company) or any damage to or loss of goods or property brought onto the premises by the Hirer or persons attending any meeting or function therein and the hirer shall indemnify the Company and its servants or agents against any claims which may be made upon them in respect thereof.

17. FIXINGS AND DECORATIONS

No decorations, flags, emblems or any other loose articles may be fixed to the walls, floors, ceilings or fittings in any of the public areas without prior consent of the Company.

18. FIRE RISK

In cases where flammable material is used in the construction of display items, or in the making of costumes or any other apparatus, notification must be given to the Company and the materials used are to be treated and maintained in a fire resistant condition in accordance with current legislation.

IT IS COMPANY POLICY THAT LIT CANDLES CANNOT BE USED.

Fire doors and doors fitted with automatic closures must not be interfered with by the hirer.

The Hirer shall keep every corridor, passage, entrance and exit of the premises clear of obstruction and ready for use in an emergency.

19. INSURANCE

The Hirer may be required to provide evidence of appropriate public liability insurance certificates and Health and Hygiene certificates. The Hirer shall not do or permit to be done anything which, in the opinion of the Company, is not covered by its policy or policies of insurance in relation to the use of the premises or which will cause any increased or extra premium to be payable without the written consent of the Company. Fees may be increased and additional conditions imposed if required by the Company's Insurers in respect of additional risk.

20. REMOVAL OF EQUIPMENT

Contractors and others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the period of hire and to observe any reasonable instructions which are given on behalf of the Company by the Manager of the premises or his staff. Hirers are requested to give notice accordingly.

21. LIGHTING AND OTHER ELECTRICAL ARRANGEMENTS

No alteration or addition to the lighting, loud speakers, microphones or other electrical arrangements may be made without the express permission of the Manager of the premises. Dry ice, smoke machines and strobe lighting are not permitted.

22. ADVERTISING

No advertising material shall be exhibited either externally or internally of the premises without being first submitted to and approved by the Manager of the premises.



23. FLY POSTING

Fly posting in and around the vicinity of the hired venue is not permitted by the Essex County Council and is illegal. Anyone found to be guilty of distributing advertising posters and leaflets illegally will have their booking terminated immediately and any deposit paid will be non-refundable.

24. DISORDERLY OR DANGEROUS CONDUCT

Any booking which in the opinion of the Company may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on the written notice to the hirer. The Hirer, during the function shall not allow any disorderly, dangerous or improper conduct, or conduct which may cause damage to the Company's property. The Manager of the premises or nominated member of staff is authorised to order the immediate, partial or total clearance of the premises if, in his opinion, such action becomes necessary. The Hirer shall be liable for any extra expense which the Company may incur by engaging Police Officers to preserve law and order.

25. CAR PARKS

All vehicles and property are left in the Car Park entirely at the owner's risk and the Company will not accept responsibility for any loss or damage howsoever caused except where arising from the Company's negligence. The Hirer shall ensure that vehicles are parked so that no exit or carriageway is obstructed. Visitors to The Mill during Monday – Saturday 7 am – 7 pm must pay the appropriate car parking charge.

26. PUBLIC ENTERTAINMENT LICENCES AND GAMING ACTS

The Hirer shall strictly observe and comply with all the conditions of the music, singing and dancing and / or stage play licences issued by the local Licensing Authority in respect of the premises. A copy of such conditions can be inspected during normal office hours on request to the Manager of the premises.

27. INFRINGEMENT OF COPYRIGHT

The Hirer shall not use the premises for the performance in public of any dramatic or musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Company against infringement of copyright occurring during the period of hire.

28. BROADCASTING

The Hirer shall not grant sound or television broadcasting or filming rights without prior written consent of the Company. If such consent is given, the Company reserves the right to be a party to any negotiations as to the terms and conditions of any agreement and to share any income and publicity derived there from.

29 SALES OR AUCTIONS

Except with the express written consent of the Company, no goods of any kind shall be sold on the premises.

30. CHARITY COLLECTIONS

Charity collections shall not be permitted on the premises unless a permit has been obtained from the Local Authority.

29. COMPLIANCE WITH CONDITIONS

In the event of a refusal to comply with these conditions or any reasonable instructions by the Company's officers, the Hirer and any persons attending the functions may be excluded from the premises. The Hirer will however, remain liable in respect of hire charges as herein contained.

30. COMPLAINTS

Any complaint connected with the hire of the premises should be made in writing to the Manager of the premises within SEVEN days of the function.

The Company reserve the right to amend or vary these conditions or impose additional conditions without notice.

MARCH 2008

A Rochford District Council Facility managed by Virgin Active.
Registered Office: 100 Aldersgate Street, London EC1A 4LX
Registered in England & Wales No 02353684

