



Salisbury House Hire Information Pack

Salisbury House is a Grade II* listed late Tudor Manor House built in the early 17th Century and once formed part of Bury Lodge. It is situated in the beautiful Bury Lodge Gardens on the borders of Edmonton and Bush Hill.

Salisbury House was Enfield's first Arts Centre which opened in 1957. Today it still hosts many communities Art Classes and provides a wonderful environment for community events.

The rooms and grounds are available to hire throughout the year.

Opening Hours

8am – 11pm daily

Contact: Hire Team

Salisbury House Arts Centre, Bury Street West, London N9 9LA
e-mail: greentowers@enfield.gov.uk | Tel: 020 8379 2619

Conference | Meeting Room Rates

These prices are valid until 31st March 2024 and are relevant to the dates of hire, NOT the date of the booking.

All the rooms and outdoor space at Salisbury House are available to hire. Whether you are planning a new community Art class or project or would like a beautiful space for your meeting or away day, Salisbury House is the ideal location.



SALISBURY ROOM

The Salisbury Room is situated on the ground floor and is suitable for a variety of uses including Art Classes, Meetings, Events and Rehearsals.

£36 per hour

EDINBURGH ROOM

The Edinburgh Room is a beautifully panelled room with 18th Century wood panelling, original fireplace and stained-glass windows. It's the perfect room for meetings up to 12 people.

£28 per hour

THE TUDOR ROOM

The Tudor Room is on the second floor of Salisbury House and features beautiful wooden beams taking you back in time. This quiet room has its own kitchen, making it the perfect away day space.

£38 per hour

Private Event Package Rates

SALISBURY ROOM & TEA ROOM

The Salisbury Room comes with the beautiful Tea Room which can be used to serve foods and available to hire for community events & Parties.

£64 per hour (Minimum Hire 4 Hours)

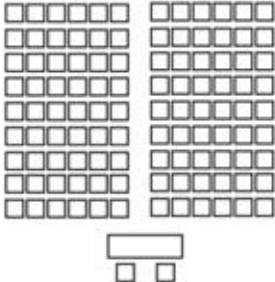
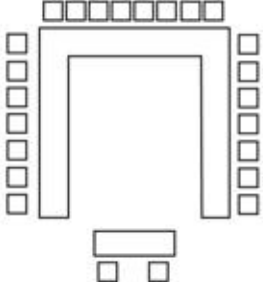

SALISBURY ROOM, TEA ROOM & THE GARDEN

The beautiful gardens at Salisbury House comes with the beautiful Tea Room & the Salisbury Room which is located on the ground floor and is available to hire for community events including small festivals and parties. Please contact the hire team to talk through your event for more information.

£114 per hour (Minimum Hire 4 Hours)

Room Layouts

Floor	Room	Theatre	Boardroom	Horseshoe	Dimensions	Cost per hour
Ground	Salisbury Room	40	20	25	28'X 28'	£36
1 st Floor	Edinburgh	N/A	12	N/A		£28
2 nd Floor	Tudor Suite	40	20	25		£38

THEATRE	HORSESHOE	BOARDROOM
<p>Rows of chairs. This is suitable for conferences and award events that have large amounts of people</p>	<p>This layout is suitable for medium sized meetings and presentations. This layout can be set up, with or without tables Please specify on booking form</p>	<p>Square table with chairs around the outside. This layout is suitable for smaller meeting and discussions</p>
		

Additional Services

FACILITY	COST
AV conference Package (Laptop, projector, screen & sound system)	£126 - (All Day) £76 - (Half Day)
Projector	£56
Flip Chart Stand, Pads and Pens	£27 per set
Photocopying (Black & White)	A4: 22p per page A3: 34p per page

Refreshments



Please note VAT will be added except for LBE Customers

REFRESHMENT	COST
Tea / Coffee	£1.95 per head
Biscuits	98p per head
Still Mineral Water	£2.90 per 750ml bottle
Sparkling Mineral Water	£2.90 per 750ml bottle
Apple/Orange Juice	£2.95p per 1 litre

Salisbury House Catering

Our menus change with the seasons, so you will always be offered the freshest ingredients available. All our menus are charged per head, and VAT will be added except for LBE Customers.

MENU 1

A selection of seasonal sandwiches/wraps made on white and brown bread and fresh fruit skewers.

£8 per person

MENU 2

A selection of seasonal sandwiches/wraps made on white and brown bread, four finger foods with meat, fish and vegetarian options and fresh fruit skewers.

£11 per person

MENU 3

A selection of seasonal sandwiches/wraps made on white and brown bread, seven finger foods with meat, fish and vegetarian options and fresh fruit skewers.

£14 per person

Tea Room

The Salisbury House Tea Room and Kitchen is located on the ground floor and can be requested to be open for your event.

General Information



Bus – 192 from Enfield Town or from Edmonton Green bus station

Parking – Off street Parking

The nearest Underground station Bush Hill Park, Edmonton Green.

**FOR FURTHER INFORMATION PLEASE CALL 020 8379 2619
OR EMAIL greentowers@enfield.gov.uk**

Terms and Conditions

1. Please be aware that there are other users of Salisbury House, so it is the hirer's responsibility to ensure their property is safe and secure.
2. The Member of Staff of Salisbury House will be onsite to open before time of booking and after.
3. Any issues can be raised with the member of staff on duty.
4. Access may not be permitted until the time of the booking.
5. The management may request payment of a non-refundable deposit of 50% of the value of the total booking to secure the booking. (Applies only for Private Events)
6. If a booking is cancelled within 14 days of the date of hire full payment will be required.
7. Hirer's are not permitted to sublet rooms.
8. The management require a minimum of 5 days' notice of any changes to the booking.
9. The hirer must vacate the room at the end time shown on the booking form.
10. The room should be left clean and tidy at the end of the hire period, otherwise a cleaning surcharge may be payable by the hirer.
11. Any repairs required as a result damage to the premises and/or equipment caused by the hirer will be payable by the hirer.
12. The management cannot take responsibility for items left unattended.
13. The hirer is required to comply with all current health & safety regulations and policies of the premises, including fire evacuation procedures.
14. The hirer is required to know how many people are in attendance and provide a role call if necessary.
15. The hirer is not permitted to remove any item of furniture or equipment belonging Salisbury House from the site.
16. Payment for hire is required in advance of the hire period. Where the management agree for payment to be in arrears payment is required within 30 days of the date of invoice.
17. Late payment may result in the hirer being charged an administration fee of £25 plus 5% of the invoiced amount for each day that the payment is overdue.
18. No smoking is permitted in the venues at Salisbury House.
19. In the event of an emergency please exit Salisbury House and contact management via email greentowers@enfield.gov.uk or 0208 379 2619.
20. The management reserve the right to cancel any bookings without notice or reason.
21. The management reserve the right to alter the room you are allocated without notice.
22. Failure to abide by the venue's rules and policies may result in the immediate termination of the booking.