



HYLANDS
— ESTATE —



The Perfect Location for your Private Event



Hylands Estate offers an idyllic setting for various family occasions and social events including birthdays and anniversaries.

We offer venue hire only, allowing you to use your own contractors and caterers. Dry hire is perfect for those looking to create a truly personal and memorable occasion.

Surrounded by 574 acres of peaceful parkland, the opulent period rooms within Hylands House can be hired for intimate celebrations. Alternatively the contemporary Grand Pavilion can host celebrations for up to 300 guests exclusively.

Our experienced Events Team are on hand to deliver an impeccable service from beginning to end. Their dedication, flexibility and passion for our venue will certainly help create the event you wish for.



www.hylandsestate.co.uk

Hylands House, Hylands Estate, London Road, Chelmsford, Essex, CM2 8WQ
hylands@chelmsford.gov.uk 01245 605500



Private Event Hourly Pricing

Prices are per hour and inclusive of VAT.

Please note an hour of set up and pack down is included for your hire, any additional hours will be charged.

Hylands House Day Hire

Exclusive use of:

Banqueting Room, Small Dining Room & Entrance Hall

Maximum Capacity 80 guests

Minimum of a 3 hour hire between 9am-5pm

Monday-Thursday: £180

Friday-Sunday: £200

Hylands House Evening Hire

Exclusive use of the Ground Floor

Maximum Capacity 120 guests

Minimum of a 5 hour hire from 5pm onwards.

Bar minimum spend/bar closure: £500 (Fri-Sun only)

Monday-Thursday: £200

Friday-Sunday: £250

Grand Pavilion Day Hire

Exclusive use of the Grand Pavilion

Maximum Capacity 300 guests

Minimum of a 3 hour hire between 9am-5pm

Monday-Thursday: £200

Friday-Sunday: £250

Grand Pavilion Evening Hire

Exclusive use of the Grand Pavilion

Maximum Capacity 300 guests

Minimum of a 5 hour hire from 5pm onwards.

Bar minimum Spend/bar closure: £1000 (Fri-Sun only)

Monday-Thursday: £250

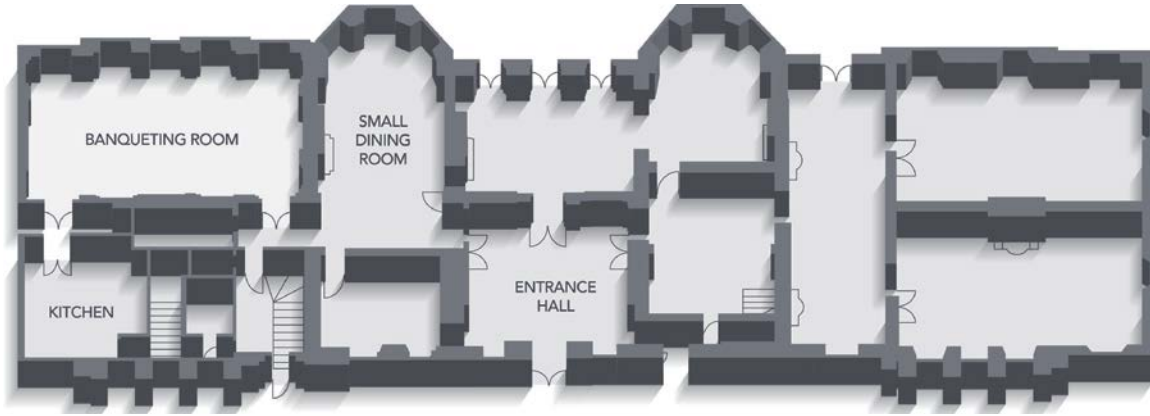
Friday-Sunday: £300

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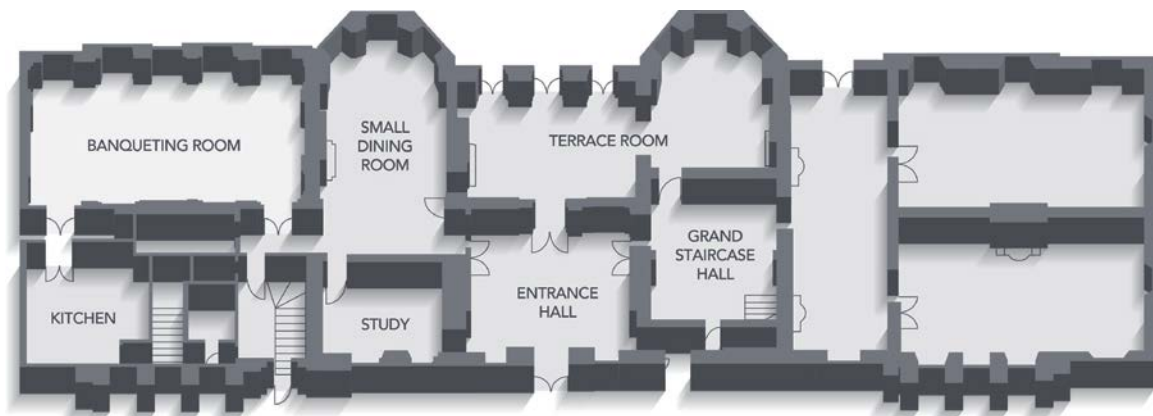
Floor Plan: Hylands House Day Hire

80 Guests



Floor Plan: Hylands House Evening Hire

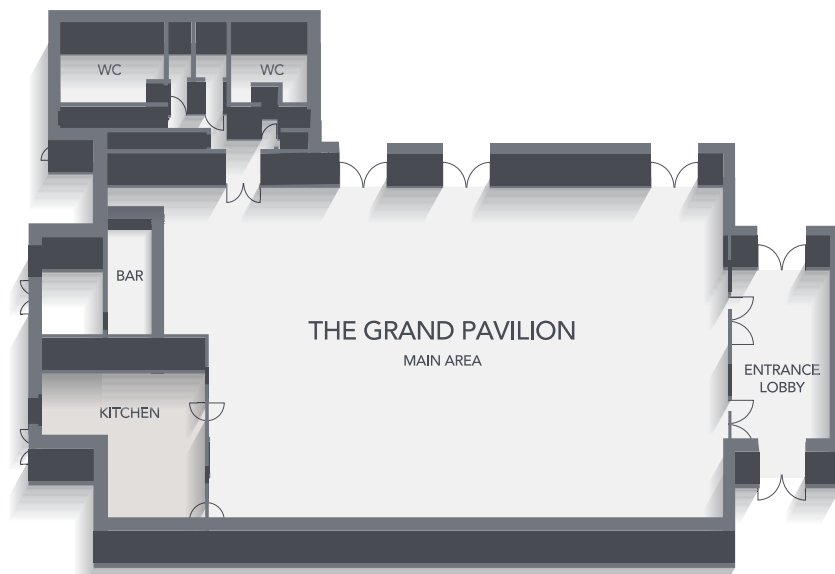
120 Guests



Grand Pavilion Floor Plan

300 Guests

Dimension: 25x18m



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Caterers

This caterers list has been specially chosen because of the caterer's high level of expertise and consistency in delivering exceptional hospitality at Hylands Estate.

Please note that Hylands Estate does not have affiliation with these companies.

African & West Indian Cuisine

Burell Catering www.burrellcatering.com	020 7221 9252 info@burrellcatering.com
Favour Catering & Events www.favour-events.com	020 8200 3004 07958 344 865 customercare@favour-events.com
King Solomon's Catering www.kingsolomonscatering.com	020 8798 9267 info@kingsolomonscatering.com

Asian Cuisine

Dream Days Catering & Events www.dd4you.com	01474 887150 info@dd4you.com
Elite Event Caterers www.eliteeventcaterers.co.uk	020 8555 7940 info@eliteeventcaterers.co.uk
Greenleaf Catering & Events www.greenleafservices.com	020 8574 7779 eventsteam@greenleafservices.com
Indus Catering www.induscatering.co.uk	020 3773 1007 avi@induscatering.co.uk
Wishes Caterers www.wishescaterers.com	020 8531 8800 reiss@wishesevents.com

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European-Fusion Cuisine

Black Jacket Events www.blackjacketgroup.com	01206 827 883 events@blackjacketgroup.com
Complete Wedding Services www.completeweddingservices.com	020 8807 3958 info@completeweddingservices.com
Grand Palace www.grandpalace.co.uk	020 8889 6249 celal@grandpalace.co.uk
Limeberry Events Catering www.limeberrycatering.co.uk	01245 351 114 enquiries@limeberrycatering.co.uk
Premier Crew Hospitality www.premcrew.co.uk	01371 875 892 info@premcrew.co.uk
Tapenade Exclusive Cuisine www.tapenade.co.uk	0844 980 0280 sales@tapenade.co.uk

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Frequently Asked Questions

What is included in the Hire?

Exclusive access to the hired rooms/spaces during the times requested and paid for (this includes for set up and break down) as well as Hylands Estate furniture, a kitchen for your caterer to use, free onsite parking and waste facilities. We also provide an appropriate level of staffing to ensure the event runs smoothly.

Will there be other hires taking place at the venue at the same time?

The package you choose will give you exclusive access to those rooms/spaces listed. There maybe another event taking place in another part of the venue if you haven't hired Hylands House and the Grand Pavilion exclusively.

When can private hire events take place at Hylands Estate?

Private hire bookings can take place Monday to Thursday throughout the year. Please be aware that we reserve Fridays, Saturdays & Sundays for Weddings unless the enquiry is 5 months or less from the desired date and there is availability.

Are there any restrictions on what rooms/space we can hire?

The packages we offer for 21st birthday parties and ages under can only take place in the Grand Pavilion.

Can we provisionally hold a date before booking?

A provisional booking can be held for a period not exceeding 2 weeks. A booking cannot be confirmed until the required non-refundable deposit has been paid and the booking form completed.

What is the payment schedule for hiring Hylands Estate?

On booking we require a non-refundable deposit of 25% of the hire fee to be paid in order to confirm the hire. This can be paid by cheque or card over the phone. The final payment is due 28 days before the event takes place and will consist of the final hire amount plus the bar minimum spend/bar closure fee plus the refundable damage deposit.

Are there any additional payments apart from the hire fee?

As part of your hire we request a refundable Damage Deposit to be paid in addition to the hire fee. This is 20% of the hire fee. On the day of the hire we request the main point of contact for the event to conduct a pre & post check of the rooms/spaces hired alongside the Duty Manager to ensure both parties are happy. All being well the deposit will be refunded within 28 days of the hire.

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Frequently Asked Questions

What is the bar minimum spend/bar closure fee required at weekends?

At Hylands Estate we offer a bar service both in Hylands House and Grand Pavilion. If you do not require a bar, we ask for a payment in addition to the hire fee for the closure of the bar. If you would like a bar for your event we require a minimum bar spend fee to be paid in advance.

A minimum bar spend is the minimum amount of money that needs to be spent over the bar during your event. If the bar spend is met on the night the money paid in advance will be refunded back to you. If the bar spend is not met by the end of the event the difference will be forfeited.

Do you provide catering, entertainment or decor facilities?

Hylands Estate is a dry hire venue so we provide the celebration spaces and furniture only. You have the freedom to choose your own caterers, decorators and entertainment.

Are there any restrictions on external suppliers?

Your caterer must hold a current 4 or 5-star Food Standards Agency Hygiene Certificate and have Public Liability Insurance of £5 million. All other contractors must ensure they have Public Liability Insurance (minimum £5 million) and PAT Test Certificates for their electrical equipment.

Hylands Estate will contact all contractors and caterers prior to the event date to gather their documents and send them the contractors/caterer pack (guidelines for working at Hylands Estate).

Can I pick up the equipment the following day?

All equipment/decor must be removed and collected on the day of the function due to other events taking place the next day. Contractors have an hour after the end of the hire to remove equipment.

Are there any decor restrictions?

For health and safety reasons and due to the heritage of the venue, we do not allow; helium balloons, naked flames, chocolate fountains, anything to be attached to the Grand Pavilion lining or attached to the walls in Hylands House, confetti (or canons), bubbles, dry ice, smoke machines/haze. All fire exits must not be blocked at any time.

What happens if we must cancel/postpone the event?

In the unfortunate circumstance that you must cancel or postpone the event, please contact Hylands Estate as soon as possible. Please note postponement is classed as a cancellation. If you cancel before the final payment is due (28 days before the event), the initial booking deposit or any amount paid already shall be forfeited. No further payment shall be taken. If you cancel within 28 days of your event all payments due will be forfeited.

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