



PROMS



HYLANDS
ESTATE

YOUR PERFECT PROM EVENING



PACKAGES

from £55 per person

EXCLUSIVE

use of Hylands House & Grand Pavilion

HIGHLIGHTS

- DJ entertainment
- Dance floor & photobooth
- Capacity for 300
- Red carpet arrival
- Welcome drinks
- Sit down & buffet meals
- Card bar
- Optional extras

GET IN TOUCH

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ENJOY A
WELCOME
DRINK IN
GLAMOUR



PROM PACKAGES



**GOLD
PACKAGE**
£60

**SILVER
PACKAGE**
£55

Exclusive use of Hylands House and Grand Pavilion	*	*
Red carpet arrival	*	*
A welcome drink in Hylands House	*	*
Two course sit down meal in the Grand Pavilion	*	
Two course hot fork buffet meal in the Grand Pavilion		*
Soft drinks on the tables throughout the meal	*	*
DJ entertainment	*	*
Dance floor & photobooth	*	*
Security throughout the event	*	*
Hylands Estate card bar	*	*

Prices are per person and inclusive of VAT. Please note all packages include set up between 16.30 & 18.30, and the event times between 18.30 & 23.30.

PROM CATERING

GOLD PACKAGE

2 Course Sit Down Meal

MAINS

Pan fried chicken breast,
buttered mash, red wine
gravy, seasonal vegetables
(GF/DF)

Summer vegetable
wellington, buttered mash,
red wine gravy, seasonal
vegetables (DF)

DESSERTS

Summer berry Eton mess (GF)

Vegan Eton mess (GF/V)

SILVER PACKAGE

2 Course Hot Fork Buffet

BUILD YOUR OWN BURGER STATION

Classic beef patty (GF/DF)

Southern fried chicken thigh
(GF)

Moving Mountains patty (V)

Toasted brioche or vegan
brioche bun

Choice of various toppings

SIDES

Boston baked
beans (GF/V)

House coleslaw
(DF/GF)

Roasted corn on
the cob
(GF/V)

Caesar salad

DESSERTS

Salted caramel
brownie bites (GF)

Vegan lemon
and coconut slice (V)

White chocolate cookie
(GF)

GF - Gluten Free | DF - Dairy Free | V - Vegan
Please specify if you have any dietary requirements when ordering.
Our caterers will aim to provide the closet food match to your choice.

ADDITIONAL EXTRAS



FAIRYTALE FINISHES

PROM LETTERS,
TABLE DÉCOR



FIREWORKS DISPLAY



PARTY
IN STYLE



FAQS

What is included in each Prom Hire?

All our packages include exclusive access to the Grand Pavilion & Hylands House from 4.30pm for set up with guest arrival from 6.30pm. Each package also includes a red-carpet arrival with welcome drinks served in Hylands House, a two course or hot fork buffet meal (dependent of what package is chosen), soft drinks served throughout the meal, a staffed bar in the Grand Pavilion, DJ entertainment, dance floor, photobooth & security.

What is the difference between the Gold & Silver packages?

The main difference between the packages is the meal provided on the evening. The Gold package is a two-course meal. The Silver package is a hot fork buffet.

What are the events timings?

Access to the Venue is from 4.30pm for set up with guest arrival & welcome drinks from 6.30pm. Seating for the meal in the Grand Pavilion from 7.30pm with the meal to be served at 8pm. The meal will take roughly one and a half hours. Music & dancing will follow the meal & the prom will end at 11.30pm. Pack down will be from 11.30pm until 12.30am.

Is there a minimum amount of staff required to be in attendance with the students?

We require a minimum of two members of staff from the school/college to be in attendance for the duration of the event.

Are staff required to pay to be in attendance?

Staff are not required to pay to attend the prom. Please note that staff are included in the maximum capacity of 300 guests.

Is there food included for the staff?

For every 10 x students in attendance, 1 x staff member is entitled to eat for free. The staff will choose from the same menu as the students. If more staff above the allocated free amount wish to eat, a discounted rate will be applicable.

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 contract completed.

What is the payment schedule for Hylands Estate Prom Hires?

On booking we require a non-refundable fixed deposit of £1000 to be paid in order to confirm the hire. The final payment is due 28 days before the event takes place, plus a refundable security deposit of £1000.

Are there any additional payments apart from the hire?

If you choose any additional extras this will be added to your final hire fee & the payment will be due 28 days before the event. As part of your hire we request a refundable security deposit of £1000 to be paid in addition to 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 Hylands House and the Grand Pavilion alongside the Duty Manager to ensure both parties are happy. All being well the deposit will be refunded within 28 days of the hire.

Are we able to book anything additional to what is included in the packages?

We have additional extras which you can book on top of your chosen package. The extras are as follows; fireworks display and items such as PROM letters and table décor. If you are looking for something else not listed, we can certainly look into booking this for you. All additional extras/suppliers must be booked by Hylands Estate for your prom. The only exception to this is if you would like to provide a photographer during the event. Hylands Estate must be notified of additional extras at least 28 days before the event.

Can a Prom Hire be booked by a student?

At Hylands Estate all Prom Hires must be organised and booked by the school and not by the students.

What is the maximum capacity for Prom Hires?

The maximum capacity at the venue is 300 guests. This is inclusive of students & teachers.

Is there a minimum number of guests?

The minimum number of guests at the Prom is 130. If the number of guests is less than this, the payment will be charged as 130.

When is the latest Hylands Estate require final guest numbers & dietary requirements?

We request final guest numbers and dietary requirements 28 days before the event in writing. Any additional dietary requirements must be brought to the attention of Hylands Estate no later than two weeks before the prom hire. Hylands Estate shall supply an informal floor plan for the School or College to annotate with dietary requirements to pass on to the caterers. Hylands Estate's designated caterer can provide for all dietary requirements.

Who is responsible for creating the table/seating plan for the event?

It is the responsibility of the School or College to create a formal seating plan for display to direct guests to their allocated tables. Hylands Estate shall supply an informal floor plan for the School or College to annotate dietary requirement for the caterers.

Are cars allowed at the front of the house for arrival?

Cars, including limos, are permitted to drive to the front of the Hylands House for guests arrival from 6.30pm onwards Hylands Estate will supply security on site throughout the prom hire to supervise the vehicles during arrival. No vehicles are permitted to park in front of Hylands House.

Are there any decor restrictions?

For health & safety reasons & due to the heritage of the venue, we do not allow; naked flames, chocolate fountains, anything to be attached to the Grand Pavilion lining or attached to the walls in Hylands House, confetti (including canons), bubbles, dry ice, smoke machines/haze. All fire exits must not be blocked at anytime. Hylands Estate do allow helium balloons, but they must be weighted and taken away by the hirer at the end of the event.

For College Proms several of our students are 18 or over. Are they able to purchase alcohol at the event?

For the serving of alcohol proof of ID will be required at the point of arrival to the venue after which wristbands will be issued. Anyone purchasing alcohol will be limited to one drink per serving. Any alcohol brought on the premises will be confiscated.

What happens if you 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. A full breakdown of the terms and conditions will be in your contract. If you require to see these beforehand, please contact the team.

MAKE AN ENQUIRY



GET IN TOUCH

Our experienced Events Team can advise you not only on the venue itself but on all aspects of your hire. To discuss your event further please contact the Events Team.

01245 605500

hylands@chelmsford.gov.uk

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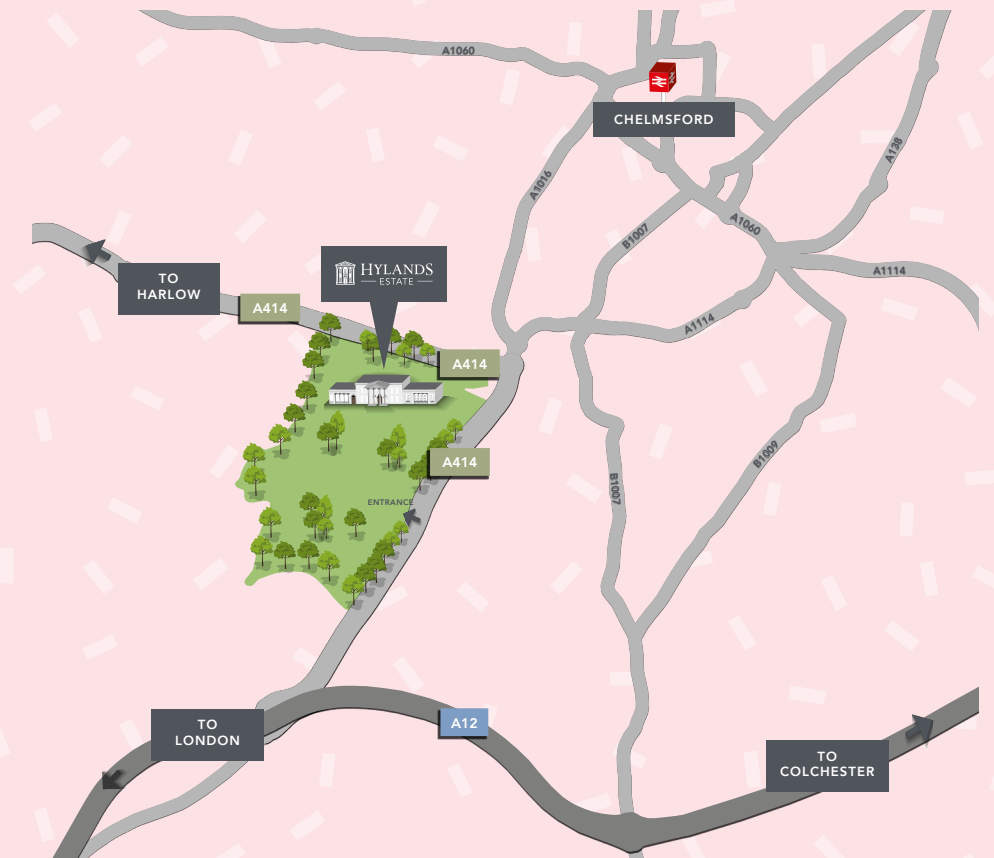
OUR LOCATION

From M25/ London

Exit the M25 at Junction 28 on to the A12 towards Chelmsford and Colchester. Exit the A12 at Junction 15 on to the A414 dual carriageway toward Chelmsford.

By Train

Chelmsford Railway Station is in the city centre and a short taxi ride away from Hylands Estate.





HYLANDS ESTATE

HYLANDSESTATE.CO.UK

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PHOTOGRAPHER CREDITS

Eyeshine Photography
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