

EVENTS

# Walthamstow Wetlands



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# Love London, Love Nature

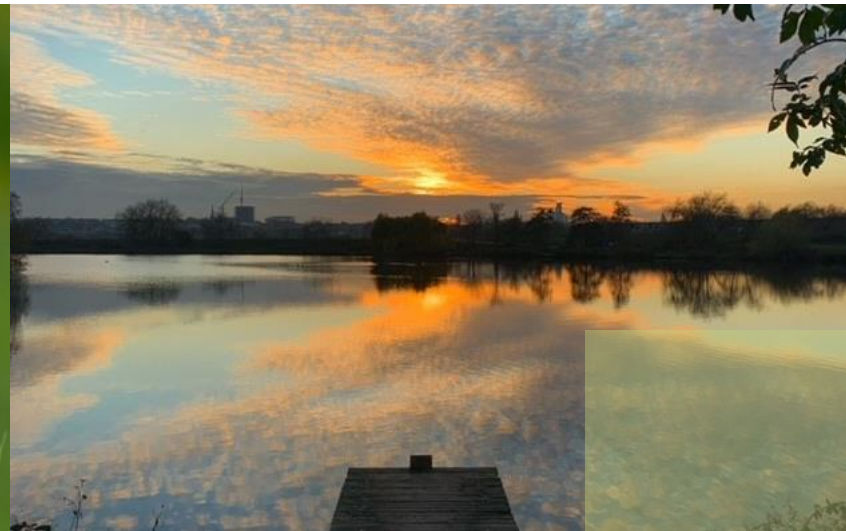
London Wildlife Trust is dedicated to the protection of London's wild spaces and engaging London's diverse communities in nature through our free nature reserves, education, volunteering and campaigning.

Our vision for London is a city where wildlife and wild spaces are protected for the future, and where all people treasure wildlife and wild spaces.

In 1894, the Engine House pumping station and surrounding reservoirs at Walthamstow Wetlands were built to provide London's population with safe and reliable drinking water.

Europe's largest urban wetland nature reserve is now a vital sanctuary to a number of bird species, as well as being operationally significant the Wetlands continues to provide drinking water to over 3 million people in London.

The profits raised from events and venue hire directly support our vital work protecting London's wildlife.



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# Venue Spaces

Surrounded by wildflower and reservoirs, this architectural gem is locally listed and bursting with industrial heritage character. The Engine House is the perfect venue for wildlife lovers looking for a unique venue.



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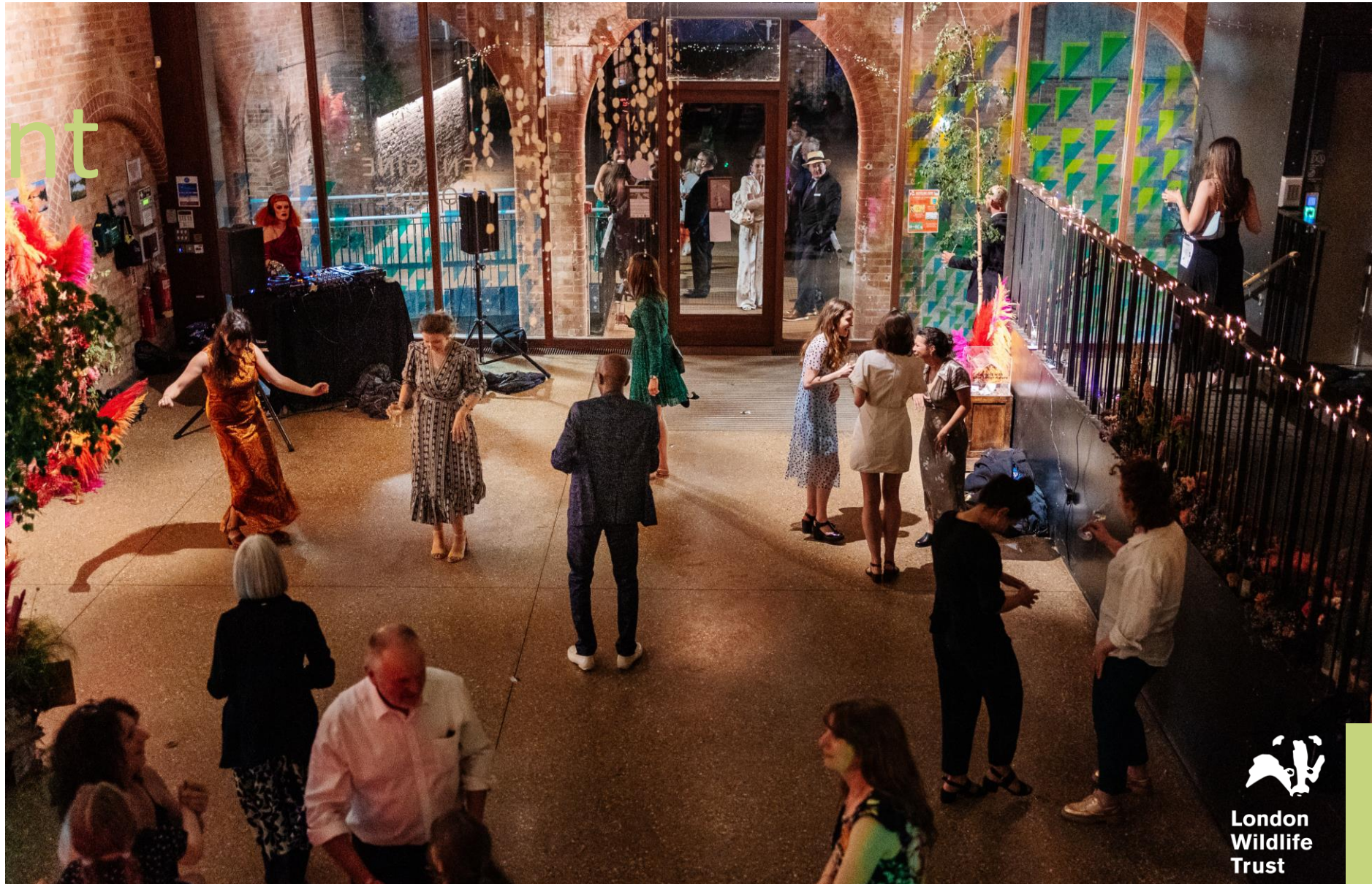
# Your Event

## Daytime Events

The Turbine Room and Mezzanine are both available for hire during the daytime for smaller events.

## Evening Events

The Engine House could be exclusively yours for the evening, combining all spaces for your celebration.



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# Turbine Room

Filled with light bouncing off the tiled walls, the sunbathed room displays subtle hints of character with some original features and machinery still on display.

It can be hired during the week for meetings and team away days or transformed in the evening and weekends for drinks receptions, birthday parties, anniversary celebrations and dinners.

## Availability

**Daytime:** Thursday, Friday & Sunday only  
(Saturdays available Nov-Mar)

**Evenings:** Monday to Sunday  
(excluding Saturdays in Apr-Sep)

	CAPACITY
THEATRE	70
BOARDROOM	24
CLASSROOM	24
SEATED DINNER	50
STANDING	120





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# Mezzanine



The Mezzanine is host to a rolling art exhibition and the balcony offers spectacular views over the south reservoirs and London skyline.

The industrial heritage features and contemporary brick facade make it the perfect location for a drinks reception.

This space can be hired as a semi-private space during the day or as part of the whole venue in the evening.

## Availability

**Daytime:** Monday to Friday only  
*(Saturdays available Nov-Mar)*

**Evening:** Monday to Sunday  
*(excluding Saturdays in Apr-Sep)*

## CAPACITY

STANDING  
RECEPTION

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100

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# Triple Engine Room

Make a spectacular impact with a seated dinner or standing reception in the Triple Engine Room, framed by the heritage wooden panelling and coloured glazing.

For larger numbers, guest seating can extend out on to the external terrace.

This space is available as part of the whole venue package.

## Availability

**Evening only** - Monday to Sunday  
*(excluding Saturdays in Apr-Sep)*

	CAPACITY
SEATED DINNER	70
SEATED DINNER INCL. TERRACE	130
STANDING RECEPTION	80
STANDING RECEPTION INCL. TERRACE	100

# Boiler Room

This open plan area is a blank canvas for evening events with large arched windows and a raised platform, making it a versatile space for conferences, receptions, dinners and dancing.

This space is available as part of the whole venue package.

	CAPACITY
SEATED DINNER	100
STANDING RECEPTION	150
THEATRE	80





# Hire Rates

## Full day

TURBINE ROOM

09:30 - 16:00

£1,200 + VAT

## Half day

TURBINE ROOM

09:30 - 12:30

or

13:00 - 16:00

£500 + VAT

## Whole venue

Includes exclusive access to the Mezzanine, Triple Engine & Boiler Room for evening events only

ALL SPACES

18:00 - 23:30

£3,000 + VAT

## Whole venue + 1 hour early closure

ALL SPACES

17:00\* - 23:30

£3,500 + VAT

*\*Early closure available from 16:00 in winter months (Oct-Mar)*

## Set up times

For daytime events the set up time is included in the hire times stated.

For whole venue hires, suppliers will have access to the Engine House once the building is closed to the public (17:00 in Apr-Sep and 16:00 in Oct-Mar).



The Turbine Room.



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## VISITOR CENTRE

The visitor centre, café and nature reserve are open to the general public 7 days a week, from 9:30am until 4pm (winter) and 5pm (summer) and the toilet facilities are shared with event guests during these times.

## FURNITURE

There are 80 white & black conference chairs available for use, as well the café furniture. If you wish to hire in alternative furniture for an additional cost, please speak to your event planner for options.

## WETLANDS RESERVE

For daytime events, your guests are welcome to explore the nature reserve during public opening hours. For security reasons there will be no further access after this time.

## MUSIC

There is no built-in PA system, so any music will need to be provided by external suppliers. We allow live bands and DJs but ask that they kindly adhere to the sound limit policy, which is 90 decibels. The event manager will monitor levels on the night.

## SECURITY

For evening events and when serving alcohol, we are required by our license to have two members of security present. This cost is included in the venue hire.



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# Catering and Bar Service

Daytime Events - We have a light refreshment menu we can provide you with.

Evening Events - We have a list of approved caterers who we kindly require you to use. We will deliver the bar service and packages are as follows:

## Seated Dining Package\*

Arrival Prosecco

Half Bottle of House Wine & Water

£21.50 pp

*\*This price is subject to change with your final requirements.*

## Standing Reception Package

Unlimited Wine, Beer and Soft Drinks

Glassware & service included

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ONE HOUR	£16.50 per person
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TWO HOURS	£22.50 per person
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THREE HOURS	£28.50 per person
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*All prices stated above are exclusive of VAT*

## Pay As You Go

Guests purchase their own drinks

*Subject to set up fees below*

## Pre-paid Tab

A pre-agreed bar tab is open for guests to choose their drinks

*Subject to set up fees below*

### SET UP CHARGES\*

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50 GUESTS	£300
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51 – 100 GUESTS	£400
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101 – 150 GUESTS	£550
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*\*These fees must be paid in advance and do not include any drinks*

*If you require a more premium service such as tray service, please enquire with your event planner for pricing*



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# FAQs

## OUR MOST ASKED QUESTIONS

### 1. What decorations can I bring?

You can decorate the interior areas with flowers, candles (in holders taller than the flame) and free standing props. For environmental reasons we do not allow balloons, fireworks or glitter.

### 3. Can I leave items overnight following the event?

The venue is extremely limited on storage space and is in frequent use so all items will need to be taken off site by the end of the hire time.

### 2. Can I bring my own food

Due to our Food Safety policy we do not allow guests to bring their own food, with the exception of a celebration cake.

### 4. Is there parking?

Yes, our 65-space visitor car park is available for use, vehicles leaving before site closing time will need to pay for parking. Parking for evening events is complimentary, so vehicles will not be charged as they leave on the night of the event. Cars left overnight will be charged.



# Visit Us

A member of our friendly Events Team would be delighted to show you round our spaces at Walthamstow Wetlands.

Our Events Team are available  
Monday to Friday 09:30 – 17:00 (reduced hours  
October – April 09:30 – 16:00).  
Please do get in touch if you would like  
to arrange a site visit.

If you have any additional queries, please contact us on [events@wildlondon.org.uk](mailto:events@wildlondon.org.uk)



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