

## Valentines Mansion & Gardens

### Introduction to hire

Valentines Mansion is a truly unique venue in a beautiful setting.

With its elegant period rooms, grand staircase and enchanting walled gardens, this Grade II\* listed building, is perfect for a whole host of functions, from weddings and celebrations to business meetings and seminars.

The Mansion and its rooms can be hired either individually or exclusively.

Catering can be provided for meetings, but for weddings and functions you have the option to arrange your own.

Your event can be tailor-made and an experienced events team will be on hand to help you through the booking process and your event requirements.



For more information and to arrange a private viewing please contact us as follows:

Telephone: 020 8708 8100

Email: [hiringlevalentines@visionrcl.org.uk](mailto:hiringlevalentines@visionrcl.org.uk)

Address: Valentines Mansion & Gardens, Emerson Road, Ilford, Essex, IG1 4XA

You can also view information online: [www.valentinesmansion.com](http://www.valentinesmansion.com).

## Civil Ceremonies, Weddings & Functions – Hire

Hire for weddings, celebrations and receptions include the exclusive hire of the Mansion for your special day. Valentines provides an intimate and exclusive venue in the heart of Redbridge and the picturesque gardens will provide a stunning backdrop for photographs.

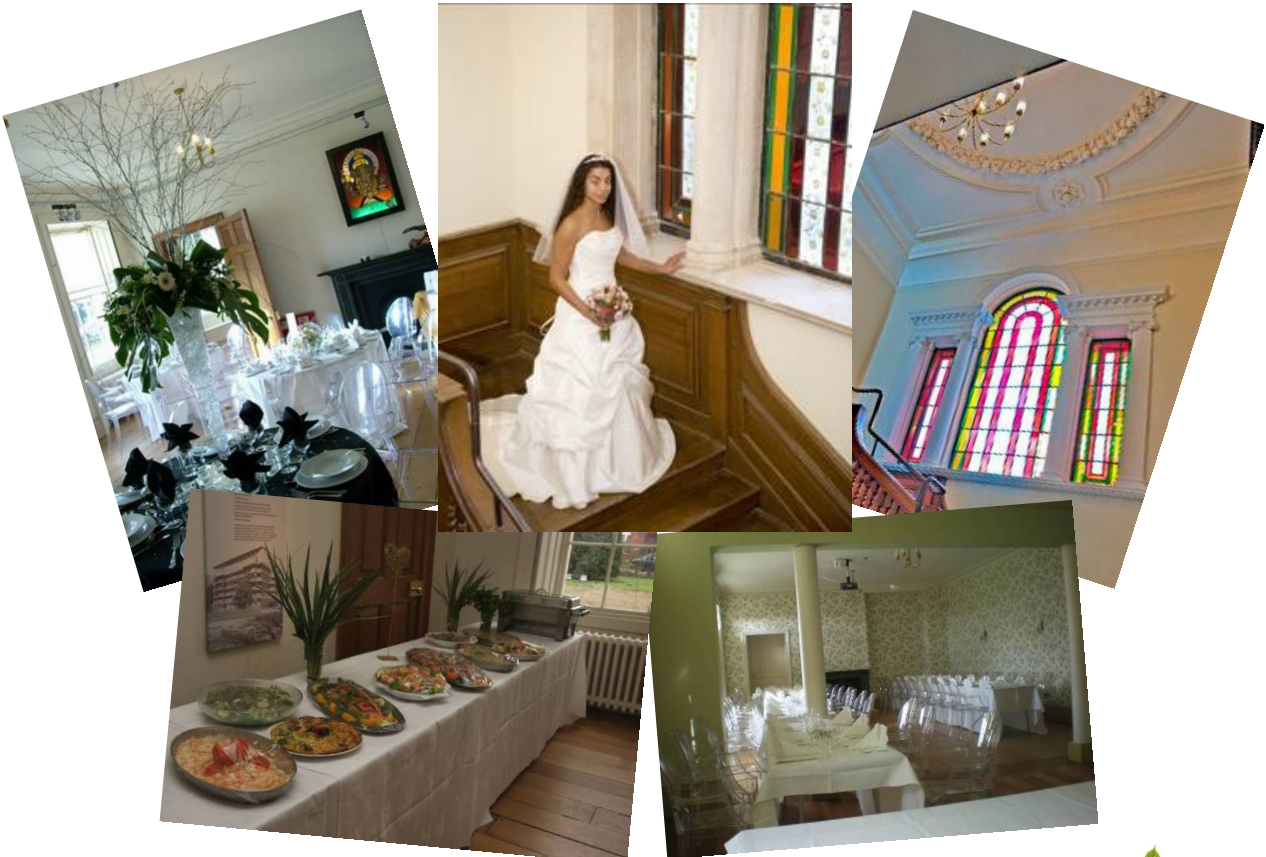
Valentines Mansion is available for weddings and celebrations as follows:

### Ceremony (C) and Drinks Reception (DR) Rates

Exclusive hire of the mansion	C 1 hour	C & DR 2 hours	C & DR 2 hour slots between 9 am-1pm
Thursday	£300	£450	
Friday	£300	£450	
Saturday			£600
Sunday			

Please note, these prices do not include the Registrar's charges and it is the hirer's responsibility to ensure they have allowed enough time to get married at the mansion.

Please note, we are only licensed to perform civil ceremonies in the Drawing Room and Gallery. Please refer to our room layouts for more information on capacity.



## Civil Ceremonies, Weddings & Functions – Continued

### Wedding Reception or Function Rates

Exclusive hire of the mansion	9 am – 1 pm or 1 pm – 5 pm	9 am – 5 pm	1 pm – 10 pm	1 pm – 11.30 pm	3 pm – 11.30 pm	9 am – 10 pm	9 am – 11.30 pm	6 pm – 10 pm	6 pm – 11.30 pm	6 pm – 10.30 pm
Thursday	£750	£1,250	£1,350			£1,550		£600		
Friday	£750	£1,250		£1,550	£1,250		£1,750		£850	
Saturday	£950	£1,550		£1,850	£1,550		£2,050		£1,050	
Sunday										£600

\*Hire times may be extended upon application request.



### Room layouts and maximum capacities

Room	Maximum Capacity/Layout
Drawing Room	48 cabaret 52 wedding banquet 70 wedding ceremony 70 theatre
The Gallery	24 cabaret 28 wedding banquet 40 theatre
Holcombe Room	14 wedding banquet
Bird Room	12 wedding banquet
Exclusive hire	100

For more information, or to check availability: email [hiringlevalentines@visionrcl.org.uk](mailto:hiringlevalentines@visionrcl.org.uk) or call **020 8708 8100** or go online [www.valentinesmansion.com](http://www.valentinesmansion.com).

## Business & Commercial – Hire



Businesses can enjoy high quality conference facilities in a unique heritage site. The mansion is fully equipped with the latest technology and catering can also be arranged for your event.

Room	Per hour charge	9am–1pm/ 1pm– 5pm	9am– 5pm	Thursdays include an evening hire option			Maximum Capacity/ Layout
				9am– 10pm	1pm– 10pm	6pm– 10pm	
Drawing Room	£63	£210	£378	£630	£473	£210	28 boardroom 21 classroom 48 cabaret 70 theatre
The Gallery	£47	£157	£283	£472	£346	£157	17 boardroom 18 classroom 24 cabaret 40 theatre
Holcombe Room	£47	£157	£283	£472	£346	£157	12 conference/ boardroom
Bird Room	£31	£105	£189	£315	£210	£105	12 boardroom
Exclusive Use	Price on request						100 in total

Valentines Mansion is available for business and commercial users:

**Monday** 9am to 5pm

**Thursday** 9am to 10pm

**Friday** 9am to 5pm

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## Community Groups – Hire



Room	Maximum Capacity/ Layout	Per hour hire charge (minimum 2 hours)
The Drawing Room	28 boardroom 21 classroom 48 cabaret 70 theatre	£22.50
The Gallery	16 boardroom 18 classroom 24 cabaret 40 theatre	£17.50
The Holcombe Room	14 boardroom/conference	£17.50
The Bird Room	12 boardroom	£12.50
Exclusive Use	100	Price on request

In accordance with London Borough of Redbridge guidelines, local community groups are defined as charitable/ not for profit organisations and societies operating and based within the London Borough of Redbridge. Valentines Mansion is available to these groups for hire as follows:

**Monday** 9am to 10pm

**Tuesday** 6pm to 10pm

**Wednesday** 6pm to 10pm

**Thursday** 6pm to 10pm

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