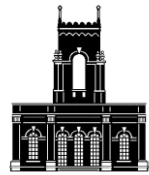


# Booking Form for Hiring the Water Tower

## The Carshalton Water Tower



This beautiful Water Tower, which contains a unique & elegant suite of rooms, is a Grade II listed Georgian building. It is situated in the landscaped grounds of Carshalton House which the Trust shares with St Philomena's Catholic High School Girls and St Mary's Catholic Junior School, in the heart of Historic Carshalton.

Inside the Water Tower, apart from the Pump Chamber, with its restored remains of the water wheel, which offers industrial archaeological interest. The charming alcovod Saloon offers a superb view across the garden to Carshalton House. The Robing Room has limited kitchen facilities & a toilet suitable for the disabled and for visitors in wheelchairs. The Orangery completes this fascinating complex. The Bathroom and the roof are **not** available for hire/viewing. Parking space is **not** normally available in the grounds, but Honeywood Walk, amongst other locations, offers a charming parking place and is a short walk away from the Water Tower. The Friends have a wide experience of hiring the Water Tower for private functions including; Christenings, Wedding receptions, coffee mornings, AGM's, lunch/supper parties, and commercial functions such as Film/Television and photo shoots. The Friends cannot offer a full Catering service, but for small groups, Light Refreshments could be provided: please enquire before your hire/visit.

Please note, there is a limit of **50 guests** which can be accommodated at the Water Tower.

**Please also note:** The Water Tower is only available, from October until March, for Group Meetings and Private Guided Tours. *(See Booking Conditions for further details.)*

-----  
Please note: In completing and signing this application form our secretary and treasurer will hold the information you give us until the final bill has been paid. We respect your privacy and will not give your information to a third party.

(Please PRINT: then complete this form & keep a copy for your own reference)

Name/Title of Person /Organisation wishing to hire the Water Tower:

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Contact Phone: \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Contact Title/Name (if different from above) \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Contact Telephone day/evening \_\_\_\_\_

Reason for Hire \_\_\_\_\_

Date/s of Hire \_\_\_\_\_ Day /s of Hire \_\_\_\_\_

Times of Hire \_\_\_\_\_

(Please note: The times you quote need to include setting up & clearing up)

Special Requirements (Please specify) \_\_\_\_\_

State if you require any of the following: Wheelchair access / Use of Kitchen / Equipment / Washing up service / Cleaning service / Guided Tours / Light Refreshments. (Please highlight)

**Please Note:** No guaranteed booking will be made unless the deposit of £50, which is non-refundable, is received when you make your visit arrangements. An invoice for the hire will be sent to you after the hire and it is expected the balance will be paid within 28 days of the invoice date.

If you are a Friend of the Carshalton Water Tower you are eligible for special rates. Please inform Julia when you make your provisional booking.

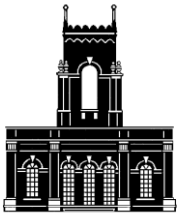
**Please send this completed form to: Mrs Julia Gertz**

**136 West Street, Carshalton, Surrey, SM5 2NR or Phone 020 8647 0984 to discuss your requirements.**

[www.carshaltonwatertower.co.uk](http://www.carshaltonwatertower.co.uk)

The Friends of Carshalton Water Tower, working Committee of the Carshalton Water Tower and Historic Garden Trust  
Registered Charity No.1086243

(09-22) 06/14-01



## **WATER TOWER BOOKING CONDITIONS FOR PRIVATE FUNCTIONS**

The Friends of Carshalton Water Tower welcome private function bookings. The rates and conditions are set out below. If you are a Friend of Carshalton Water Tower you are entitled to a discount on the rates quoted. Please ask Mrs Julia Gertz for your special rates and conditions. The Tower is not available for hire Sundays between Easter and the end of September as it is open to the public between 2.30 – 5 pm.

Please ask for details of Commercial Hire Rates and Conditions.

**The Water Tower:** This beautiful early 18th century garden building comprises:-

The Orangery; The elegantly proportioned Saloon with an excellent view of Carshalton House; The Pump Chamber with its restored water wheel section; The Robing room, in which the kitchen area and the toilet is located. The toilet is suitable for the disabled and for visitors in wheelchairs.

**Please note:** The Bathroom and the roof are **not** available for hire/viewing unless a separate guided tour is booked. We do however have a delightful small north garden and south lawn, which is suitable for wedding photographs and general use when the weather is fine.

### **Hiring Conditions:**

**Deposit:** Once an available date has been arranged a deposit of £50, together with the completed Booking Form is required to secure your Hire of the Water Tower. This deposit will be refunded, unless:- *You cancel the booking; The Water Tower is not left in a clean or orderly fashion and/or there have been breakages and/or damage.* An invoice for the hire will be sent to you after the hire and it is expected the balance will be paid within 28 days of the invoice date.

**Hiring Rate:** To 11.00 pm from £65 per hour /part hour.

*For the months of October to March the rate is £75 per hour /part hour, for Group Meetings and Private Guided Tours. A rate is to cover heating and lighting, also building heated prior to your hire.*

**Please note: The charges set out above include your setting up and clearing/cleaning time.**

**Any hire that runs over the agreed booking period will be charged at £75 per hour/part hour.**

**The Kitchen:** The Robing Room/Kitchen is available for hire but the facilities are limited.

**Other Facilities:** Tables, chairs, cutlery, china, and wine glasses are available with the hire.

Light refreshments may also be provided for private tours, school and heritage group visits at an additional cost. This will however need to be requested before your visit.

**Cleaning/Clear & Washing-up Services:** A clearing/cleaning service for the Robing Room/Kitchen area and the Tower generally may also be provided. The Friends of the Water Tower can provide a washing up service. Each of these services can be provided at an additional cost of £15 per hour when the Water Tower is booked for hire. However, if a cleaning service is not booked at the time of hire, it is expected that the Water Tower will be left in a clean and orderly fashion, without breakages or damage, at the end of your hiring period.

**Bar:** If it is intended that a pay bar will be available during your hiring period you need to obtain a licence for that bar. This is not a service the Friends can offer you at present.

**Your Guests:** You are Limited to 50 persons for your hire. Please ensure that your guests are aware that the adjoining schools' grounds are out of bounds to them. Pedestrian access is normally via the West Street gate opposite Festival Walk.

**Guests Parking:** Parking space is **not** normally available in the grounds, but Honeywood Walk, amongst other locations, offers a charming parking place and is a short walk away from the Water Tower. Public Car Parks are situated in Carshalton High Street area.

**Please Note:** There will be a Member of the Friends on duty throughout your hiring period.

**If you require any further information please do not hesitate to contact Mrs Julia Gertz, 136 West Street, Carshalton, SM5 2NR or Phone 020 8647 0984.**

[www.carshaltonwatertower.co.uk](http://www.carshaltonwatertower.co.uk)

The Friends of Carshalton Water Tower, working Committee of the Carshalton Water Tower and Historic Garden Trust  
Registered Charity No.1086243

(09-22) 06/14-02