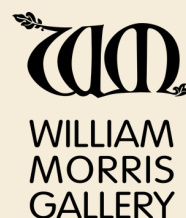




# VENUE HIRE

at William Morris Gallery



# Host your event at the Gallery

The Georgian architecture of William Morris Gallery and its award winning collection are guaranteed to impress and inspire your guests.

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From intimate wedding receptions to corporate events, the unique atmosphere of William Morris Gallery transforms any event into an unforgettable experience.



Originally the childhood home of William Morris, the building is rich with history and artistic charm. From the windows of the grand staircase where Morris would write his poetry, to the stunning grounds of Lloyd Park where he first discovered his passion for the natural world, each space is steeped with character.

# Glasshouse



Located on the ground floor of William Morris Gallery, with sunlit views overlooking Lloyd Park, our Glasshouse with veranda, offers both indoor and outdoor seating. A perfect venue for a range of events.

We can organise and cater for standing receptions or private dinners. Available as an evening venue throughout the week, at weekends and for full-day hire on Mondays.

## *Capacity*

90 (Reception)

50 (Theatre style)

40 (Dinner)

25 (Boardroom)

## *Hire periods and fees*

*Monday*

10am to 1pm - £500

2pm to 5pm - £500

9am to 5pm - £950

6pm to 11pm\* - £950

*Tuesday to Sunday*

6pm to 11pm - £950

*Evening security charge (6pm to 11pm) - £300*

*\*This can be extended to midnight in some circumstances*

# Story Lounge



Located on the first floor landing of the William Morris Gallery. A light, airy, and extremely flexible space, the Story Lounge can be set for dinners, receptions, book or product launches.

Guests arrive at your event via the Gallery's original sweeping staircase (a great location for photos). The space can be organised for both seated and standing events. If booking an event on a Monday, this space can be booked with the Glasshouse for your event.

## Capacity

50 (Theatre & Reception)  
30 (Boardroom or Dinner)

## Hire periods and fees

### Monday

10am to 1pm - £500  
2pm to 5pm - £500  
9am to 5pm - £900  
6pm to 11pm\* - £900

### Tuesday to Sunday

6pm to 11pm - £900

Evening security charge (6pm to 11pm) - £300



# Acanthus



Located on the top floor of the Gallery in what was originally the servants' quarters of the house, this room is filled with Georgian character and architectural features, including its beautiful bay window and panelled walls.

This room is available throughout the week and works well as a space for meetings or away days. If booking on a Monday (or in the evening), it can be booked with the Glasshouse for your event.

## *Capacity*

40 (*Theatre & Reception*)  
20 (*Boardroom & Dinner*)

## *Hire periods and fees*

*Monday to Sunday*  
10am to 1pm - £450  
2pm to 5pm - £450  
9am to 5pm - £900  
6pm to 11pm - £900

*Evening security charge (6pm to 11pm) - £300*



# Exclusive use of the Gallery



Although we can accommodate a variety of different events in each of our venue hire spaces, on some occasions more space and privacy is required.

For events requiring multiple spaces, we are able to make the Gallery available for exclusive use.

This choice is ideal for larger events such as receptions, conferences, away days (with break out spaces), photoshoots, filming or all day meetings.



## Capacity

UP TO 150 (STANDING RECEPTION)

## Hire periods and fees

### Monday

10am to 5pm - £1,950

6pm to 11pm - £1,950

### Tuesday to Sunday

6pm to 11pm\* - £1,950

Evening security charge (6pm to 11pm) - £300

*\*This can be extended to midnight in some circumstances.*

# Caterers

Catering for your event can be provided by one of our three suppliers. Please contact directly for sample menus and prices.



Passion8 specialize in curating extraordinary experiences for every occasion, be it formal dining, weddings, celebratory gatherings, conferences, or meetings. Their culinary team is dedicated to crafting innovative, on-trend, and seasonally inspired menus.

Contact: [info@passion8caterers.co.uk](mailto:info@passion8caterers.co.uk)

<https://www.passion8caterers.co.uk/>



Rhythm Kitchen serves authentic Caribbean food in a modern way, marinated and cooked with special seasonings. They provide bowl food, buffets and dinners.

Contact: [e17@rhythmkitchen.co](mailto:e17@rhythmkitchen.co)

<https://rhythmkitchen.co/>



Already running the popular Deeney's at William Morris Gallery Cafe from Tuesday to Sunday, Deeney's can serve a range of working lunches and breakfasts for your events.

Contact: [patrick@deeney.com](mailto:patrick@deeney.com)

<https://www.deeney.com/>

# FAQs

## **What is William Morris Gallery ?**

William Morris Gallery is the only public gallery devoted to the designer and craftsman, William Morris. Housed in the Grade II\* listed building that was once Morris' family home, the Gallery displays the world's largest collection of his work, alongside contemporary exhibitions and an active events and learning programme.

## **How do I make an enquiry about a booking?**

You can complete our Venue Hire enquiry form [HERE](#) or simply email [wmg.enquiries@walthamforest.gov.uk](mailto:wmg.enquiries@walthamforest.gov.uk)

## **How do I get to the Gallery?**

Details of transport links to the Gallery can be found [HERE](#).

## **Is the building accessible?**

Yes. The entrance, bathroom, shop, cafe and exhibition spaces are accessible by wheelchair, with lift access to the first and second floors. Additional services for visitors with disabilities include an induction loop and a BSL tour of the Gallery. Read more about access [HERE](#).

## **Is the building open to the public?**

Yes the Gallery is open to the public Tuesday to Sunday 10am – 5pm. As the Gallery is closed on a Monday, this allows for more flexibility around venue hire bookings.

## **Is there parking on-site?**

Parking can be made available for wedding cars and for event attendees with blue badges. There is also a parking bay across the road from the Gallery for coaches. The streets around the park are controlled parking zones; only blue badge holders can park in CPZs. There is a pay-and-display car park next to the Forest Road entrance, (accessed from Bedford Road).

## **Does the venue have security?**

Duty Managers are responsible for general event security. Additional security is required for evening events (from 6pm to 11pm).

## **What is the maximum capacity of the venue?**

Our maximum capacity across the venue for events is 150 people.

## **Is there any outside space with the venue?**

Our Glasshouse has a veranda space that can be enjoyed by guests. You can also take a walk in the surrounding gardens of Lloyd Park.

## **How do I book a site visit?**

Get in touch with the team today about your event and they will arrange a tour of the venue for you.

## **Can I decorate or brand the space for my event?**

You can bring your own signage and decorations for our spaces but details will need to be approved via our operations team. No glitter or party poppers are allowed in the building.

## **Can I bring in my own caterers?**

We ask that all events use our recommended caterers list. Red wine can only be served in the Glasshouse. White wine and champagne can be served in all the hire spaces.



# FAQs

**Can I use third party suppliers?**

For other services such as floristry or photography, we are happy for you to use a third party supplier. Our venue hire team can also provide advice and recommendations where necessary.

**Can I arrange a tour for my guests?**

Yes. Engage your guests with a tour of the building with one of our Curators. These can be as in-depth as you like and tailored to your occasion.

**Can I hire the whole building?**

Yes. We offer exclusive venue hire during the evening and on Mondays, when the Gallery is closed to the public.

**How late can I book the venue?**

11pm is our normal finishing time for events however we are able to extend this to midnight if required.

**Do you offer a charity discount?**

We offer a 10% charity discount on room hire for registered UK charities.

**Do you charge VAT?**

No VAT is charged on room hire.