



# *The* **House Mill**



## **THE HOUSE MILL & THE MILLER'S HOUSE INFORMATION FOR HIRERS**

**The House Mill and Miller's House are owned and operated by River Lea Tidal Mill Trust, a registered Charity. It is staffed entirely by volunteers.**

**The House Mill is understood to be the oldest and largest tidal mill in the world. Built in 1776 it is now a Grade 1 listed building, with its structure restored and open to visitors. It is part of the Three Mills Island heritage site, which is surrounded by the waterways of the Lower Lea.**

**The Miller's House is a purpose built visitor centre for the House Mill. It has one large meeting room on the 2<sup>nd</sup> floor, and the ground floor reception area which can be hired for meetings, seminars, training days and receptions. This pack should provide you with all the details you need to book any of the facilities.**

**In-house catering for meetings is available. Coffee and tea are provided in the room for the duration of the meeting. Lunch is available as either a finger or fork buffet, served in the meeting room. Please see booking form for details. For small groups (fewer than 10) lunch may be purchased from the ground floor cafe, on a cash basis, subject to availability.**

**For further information or to make a provisional booking, please telephone Beverley Charters, RLMT Trustee, on 0208 980 4626. (If she is unavailable, please leave a message on the answer phone and she will return your call.) To confirm your booking please complete the form which you will find in this pack and return it to us as soon as possible:**

## **The House Mill & Miller's House**

Three Mill Lane, Bromley-by-Bow, LONDON E3 3DU

Tel: 020 8980 4626 Fax: 020 8980 0725 Email: [info@housemill.org.uk](mailto:info@housemill.org.uk)

## **ROOMS AVAILABLE FOR HIRE**

### **Miller's House, ground floor (available evenings and some weekends only)**

Large, attractive and flexible space, ideal for corporate entertainment, recitals, receptions, buffets and exhibitions. Its main feature is the marble and slate flooring of the former 18<sup>th</sup> century house which was occupied by the miller until it was bombed during the blitz. It was replaced in 1995 by this present building, the façade of which is a copy of the original. Large windows open out onto attractive garden overlooking Three Mills Wall River. The ground floor is currently used as a cafe during the day, so hire is only available during an evening, or on a weekend when the House Mill is not open to visitors.

**Dimensions:** 32ft x 32ft  
**Capacity:** 100 maximum standing (reception or buffet)  
40 maximum seated (seminar, lecture, recital)

**Facilities:** Two separate toilets, one accessible by disabled visitors.  
One power point at ground level, further power points in ceiling  
Mobile screen and data projector are available for hire

**Access:** Ground floor, wheelchair access, disabled WC.

### **Miller's House meeting room, second floor**

Large room, featuring two walls of glass overlooking the garden and river. Blinds are available in this room. Ideal for larger boardroom style or theatre style meetings.

**Dimensions:** 40ft x 20ft  
**Capacity:** 45 maximum standing  
25 maximum seated boardroom style

**Facilities:** Built in Data Projector and Screen  
Flipchart and pens  
Two WC cubicles  
Multiple power points  
Several tables, of varying sizes, and upholstered chairs.

**Access:** In accordance with recent advice from London Fire Brigade, as the lift is not fire tolerant, unfortunately there is no longer access above the ground floor for unaccompanied visitors who are unable to walk unaided. For visitors who are unable to walk unaided and who are accompanied, a personal emergency evacuation plan is available, upon request.

## **The House Mill**

The oldest and largest tidal mill of its kind in the world, the House Mill was built in 1776 by a French Huguenot family, to grind grain for the distillation of alcohol. It was operational until the Blitz of 1940 when several buildings on the site were bombed and the wheels of the House Mill ceased turning.

Now owned by the River Lea Tidal Mill Trust, it has been restored from a semi-derelict shell to a fascinating building to visit. Guided tours of the mill allow the opportunity to see much of the original milling machinery and vast waterwheels, as well as the chance to find out about the fascinating history of this part of East London. The Trust has recently undertaken a feasibility study with a view to reinstating parts of the milling machinery and the four water wheels. This will provide an opportunity both to demonstrate the process of milling and to generate energy. The House Mill is understood to be the largest remaining tide mill in the world.

**The House Mill is open every Sunday 11-4pm, May to October, and the first Sunday in every month 11am-4pm, March to December.**

**Admission £3 adults, £1.50 concessions, children free.**

**Group Tours can be arranged for visitors given due notice, and short tours for meeting delegates, to offer a break away from the formal meeting, and refreshing change. Please indicate on the booking form if you are interested in a tour (subject to guide being available).**

**It may also be possible to hire parts of the House Mill depending on the use intended. Please contact RLMT, as above.**

## **Conditions of Hire**

- 1) Smoking is not permitted anywhere in the Miller's House or House Mill, including on the balconies or in the garden.
- 2) A completed booking form must be submitted at least 2 weeks prior to the event in order to secure the booking.
- 3) In the event of a cancellation, the River Lea Tidal Trust will retain the deposit. One week's notice of the cancellation of a booking should be given, otherwise an additional £10 cancellation fee will be charged.
- 4) The specified hire time must include the setting up and clearing away time.
- 5) The premises must be left in a clean and tidy state as found. A £10 cleaning charge will be made to the hirer should the premises not be left in a clean and tidy state.
- 6) The hirer may not alter or add to the space, or remove any furniture or fittings.
- 7) The hirer must not fix materials to the walls by means of any "puncture" or tape. Limited use of Bluetac or similar temporary fixative is permitted. The use of drawing pins or sticky tape is strictly prohibited.

- 8) The hirer must provide full details of the intended use of the hire space, which may not be used for any other purpose than that designated by the hirer.
- 9) Any electrical equipment brought into the House Miller's Millers House must be by agreement with the RLMT. The hirer is responsible for the health and safety requirements for any such equipment and will be liable for any loss, injury or damage caused to person(s) or to the building or site. The hirer must remove any equipment brought in at the termination of the booking period.
- 10) As there is a cafe on site, the hirer may not bring with them any food or drinks. In line with food hygiene regulations, buffet lunches are available to order when booking the room, and the charge will be added to the final invoice. Alternatively, take-away lunch on the day from the ground floor Miller's House Cafe is available, on a cash basis.
- 11) All noise must be kept to an acceptable level and should at no time be considered a nuisance to the surrounding environment.
- 12) Any damage or breakages must be paid for in full by the hirer.
- 13) Rooms are hired entirely at the hirer's own risk. The River Lea Tidal Mill Trust cannot be held responsible for loss or damage to the hirer's property.
- 15) The River Lea Tidal Mill Trust shall have the right to enter the hired space at any time in an emergency or otherwise with reasonable notice.
- 16) There is no access from the Miller's House to the House Mill except where a group visit has been pre-booked, and a RLMT guide is available.
- 17) The hirer will observe the limits on numbers and ensure maximum capacity as stated in this information pack are not exceeded.
- 18) All businesses, public sector organisations and incorporate bodies must have Public Liability insurance in force which covers their hire of the Miller's House or House Mill. The minimum indemnity limit is £2million.

## **Information for the Hirer**

- 1) Rooms are equipped with power points, however please bring your own extension leads should you need them.
- 2) Rooms are available for hire between 9am and 5pm weekdays, and can be hired either by the day or half-day.
- 3) Free WiFi is available to all meeting delegates. Access code available upon arrival.
- 4) Tea, Coffee, Milk, Orange Juice and Water may be supplied on a self-service basis at a cost of £2.50 per person/half day, and should be indicated on the booking form itself, please.

# The Miller's House – Booking Form

Please note that rooms are available for hire  
09.00 – 17.00 Monday – Friday only. A surcharge of £10 per hour is applicable  
for arrivals/departures outside of those times

Name and Address of Organisation

Name of Contact:

Invoice Address (if different  
from above):

Tel

Fax

E-mail

Date required:

No of Attendees:

**Room required:** 2<sup>nd</sup> Floor boardroom - £200 (board room style up to 20, cabaret style up to 40  
theatre style up to 45)

(please tick as required) **Ground floor reception - £500** (evening hire only)

Arrival Time

Departure Time

Lunch Service Time

Purpose of Hire:

**Room Set-up:** Boardroom Style Theatre style "U" shaped with tables Cabaret style

(please tick as required) Circular (chairs only) (Other (please specify)

**A-V required:** Flip chart and pens £5 charge Data Projector and Screen £20 charge Speakers £5 charge

*Please note that hirers need to bring their own laptop computer for use with the data projector  
provided. Hirers may also provide their own projector, if preferred, at own risk.*

**Catering:** (please tick as required)

a) Tea/Coffee/Water/Juice/Biscuits (Self-service £2.50 per person/half day)

b) Finger Buffet (From £10.00 per person, served in room)

c) Fork Buffet (From £12.00 per person, served in room)

Special dietary requirements:

**Payment:** Prices are subject to VAT at the current rate, and a VAT invoice will be issued for payment of  
the full fees, including refreshments, following the period of hire, for payment by cheque or BACS

*If your delegates would like a short tour of the House Mill during a break (subject to guide availability)  
please indicate here. There is a charge of £1.00/head towards this.*

No. for tour:.....

Preferred time: .....

Signature: .....

Once completed please return to [info@housemill.org.uk](mailto:info@housemill.org.uk)

Thank you

**Location Map**  
**River Lea Tidal Mill Trust**  
**The House Mill and Miller's House**



**Arrival to, and departure from, Three Mills**

<b>Underground station</b>	Bromley-by-Bow (District and Hammersmith & City Lines)
<b>DLR</b>	Bow Church or Pudding Mill Lane
<b>Bus Routes</b>	D8, 488 108 stop outside the nearby Tesco's supermarket
<b>Car Parking</b>	Tesco car park has parking for up to three hours. (If parking is required beyond that period, please see Tesco Customer Service Desk Staff)