



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

The House Mill and Miller's House are owned and operated by House 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 and conversation area, which is surrounded by the waterways of the Lower Lea.

The Miller's House is a purpose built visitor centre, serving the House Mill. It has one large meeting room on the 2nd floor, and a large 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 email info@housemill.org.uk, or telephone Beverley Charters, HOUSE MILL TRUST Trustee, on 0208 980 4626. (If she is unavailable, please leave a message on the answer phone and she will return your call, or use mobile number 07968 063017.)

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 Email: info@housemill.org.uk

ROOMS AVAILABLE FOR HIRE

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: 50 maximum seated theatre style
36 maximum seated classroom style
20 maximum seated boardroom style
40 maximum seated for "formal" meal

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 (PEEP) is available, upon request.



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 18th 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 an attractive walled 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.

Please note because of the heritage flooring this area is not suitable as a dance floor.

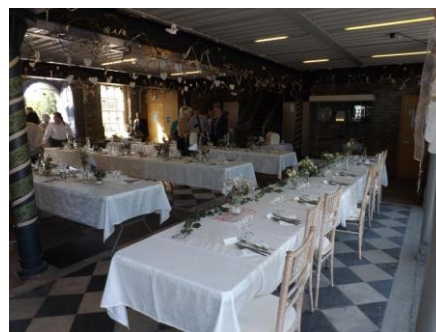
Dimensions: 32ft x 32ft

Capacity: 100 maximum standing (reception or buffet)
40 maximum seated (seminar, lecture, recital)
50 maximum seated with tables (for buffet meal)

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.



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 House 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 intends to reinstate parts of the milling machinery and the four water wheels. This will provide an opportunity both to demonstrate the process of milling, increase education and visitor offers, and to generate energy. The House Mill is understood to be the largest remaining tide mill in the world.



The House Mill is open for guided tours every Sunday 11-4pm, May to October, and the first Sunday in every month 11am-4p m, March to December. Admission is £10.00 per person, which includes guidebook and refreshment. Accompanied children under 16 are free of charge.

Group Tours can be arranged for visitors, given advance 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. House Mill is now registered with the LB Newham as a venue for weddings and Civil Partnerships.



Please contact House Mill Trust, as above.

Information for the Hirer

- 1) Rooms are routinely available for hire between 9am and 5pm weekdays, and can be hired either by the day or half-day. If required outside of those hours, please specify at time of booking, and there may be a small additional charge to cover this.
- 2) Rooms are equipped with multiple power points, however please bring your own extension leads should you need them.
- 3) If using a Mac computer please do bring the relevant adaptors with you, as these are unfortunately not available on site
- 4) Free WiFi is available to all meeting delegates. Access code available upon arrival.
- 5) Tea, Coffee, Milk, Biscuits and Water may be supplied on a self-service basis at a cost of £3.00 per person/half day, and requirement should be indicated on the booking form itself, please.
- 6) Lunch is available, to be served in the room, as either finger or fork buffets. Please indicate, together with any dietary requirements, on the booking form itself, please.

Conditions of Hire

- 1) Ideally, a completed booking form must be submitted at least 2 weeks prior to the event in order to secure the booking.
- 2) The specified hire time must include the setting up and clearing away time.
- 3) In the event of a cancellation, the House Mill 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 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.
- 5) Smoking is not permitted anywhere in the Miller's House or House Mill, including on the balconies or in the garden.
- 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 House Mill Trust, and with evidence of PAT testing. 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 House Mill Trust cannot be held responsible for loss or damage to the hirer’s property.
- 15) The House 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 House Mill Trust guide is available for safe escort.
- 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.



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:

E-mail:

Date required:

No of Attendees:

Room required: (please tick as required) 2nd Floor Room; full day £250 half day £180
 Ground floor reception - from £500 (evening hire only)

Arrival Time

Departure Time

Lunch Service Time

Purpose of Hire:

Room Set-up: (please tick as required) Boardroom Style Theatre style Classroom style
 Circular (chairs only) (Other (please specify)

A-V required: Data Projector and Screen £25 Speakers £10 Flip chart and pens £5

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 /Biscuits (Self-service £3.00 per person/half day)
- b) Finger Buffet (From £12.00 per person, served in room)
- c) Fork Buffet (From £15.00 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 £2.00/head towards this.

No. for tour:.....

Preferred time:

Signature:

Once completed please return to info@housemill.org.uk Thank you

Location Map The House Mill and Miller's House



Arrival to, and departure from, Three Mills

Underground station Bromley-by-Bow (District and Hammersmith & City Lines)

DLR Bow Church or Pudding Mill Lane

Bus Routes D8, 488 stop outside the nearby Tesco's supermarket

Car Parking Tesco car park has parking for up to three hours.

Please note that **Beyond three hours, and in advance, you will need to book further parking time via "Yourparkingspace" App. Please note that payment must be made in advance for cars on site for more than three hours. Search for location I089389. This is a new directive in 2019 since the land has been sold off.**