

the forum
hertfordshire

venue hire



Contents

the forum
hertfordshire

Auditorium

Attic

Style Bar

The
Refectory

EleHouse

3

4

5

6

7

8

Capacity

Proms

Menu

Events

Recommended
Services

Testimonials

9

10

11

12

13

14

theforum

h e r t f o r d s h i r e

The Forum Hertfordshire is a £38 million multi - functional building situated in the heart of Hatfield. This fantastic venue boasts state of the art features throughout its public areas. There are five locations within the building which are available for private bookings;

- **The Auditorium**
- **The Refectory**
- **Attic**
- **Style Bar**
- **The EleHouse**



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

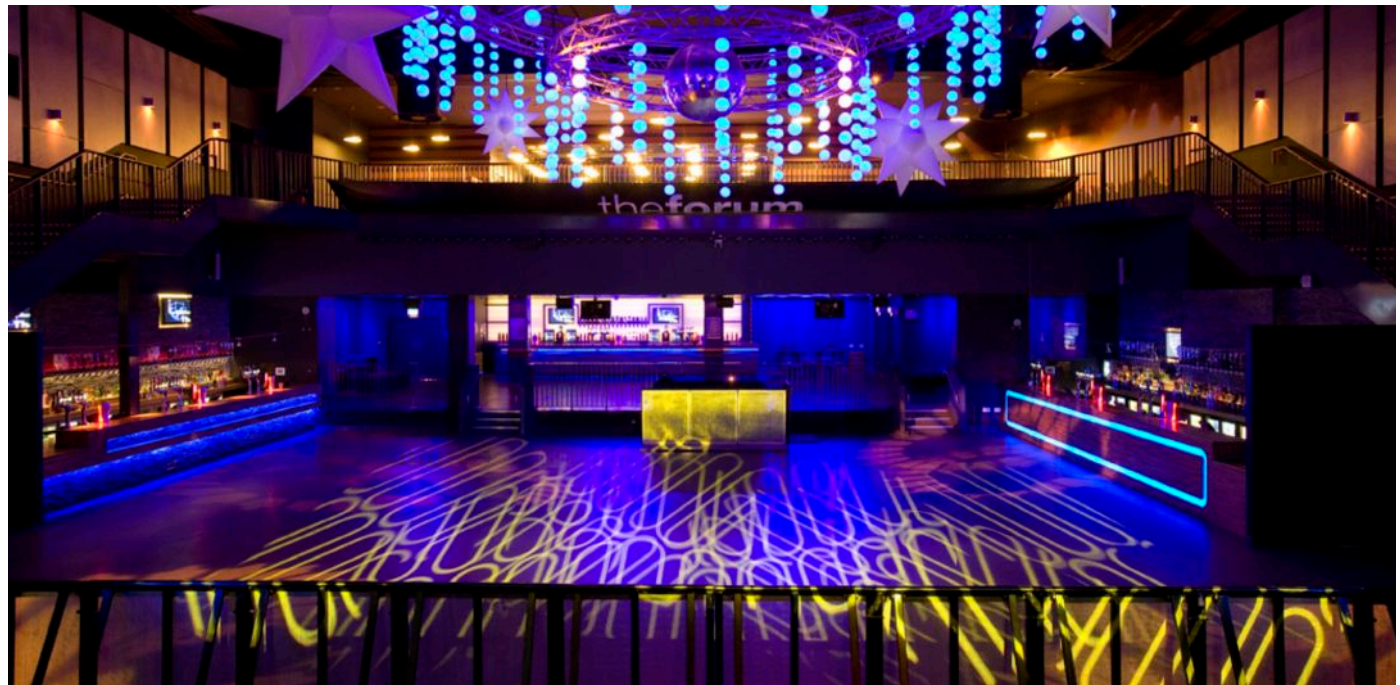
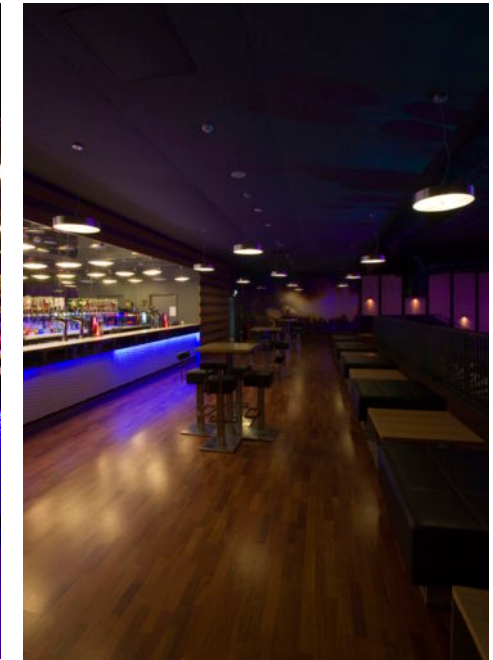
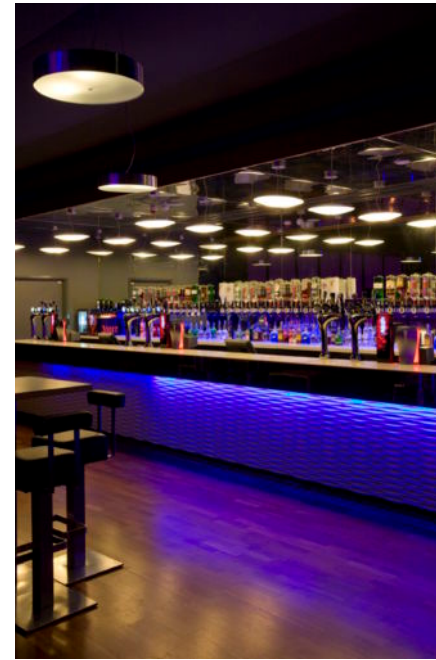
Auditorium

The Auditorium offers 2,600 sq feet of uninterrupted space accommodated over three levels, and complemented by a large dance floor and four impressive bar areas. The large central chandelier provides a stunning focus to the room, which can hold an audience of 1500. The space is able to be divided to provide areas which can hold parties of 250, 300, 800, 1000 or 1500. The main space features a full size performance stage, along with the technical specification that would be expected from a venue of this caliber.

Suitable for;

- Proms
- Corporate Events
- Christmas Parties
- Exhibitions
- Fashion Shows
- Charity Events
- Product Launches – Promotional Events

Technical spec can be provided on request.



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Attic

The Attic is located on the second floor of the building and is a superbly versatile space, which is able to accommodate audiences of up to 320. The venue provides a performance stage, excellent bar facility, fixed and flexible seating along with a high quality sound system. The Attic is available as a unique venue, or as part of a larger package if required, and is able to provide separate access when requested.

Suitable for;

- **Birthday Celebrations of any age**
- **Graduation Parties**
- **Proms**
- **Christmas Parties**
- **Presentations**
- **Training Courses**

Technical specification can be provided on request. Buffet menus available on request.



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Style Bar

The Style Bar boasts a pleasant and relaxing environment, with classic designs and floor to ceiling windows. This venue is suitable for intimate functions.

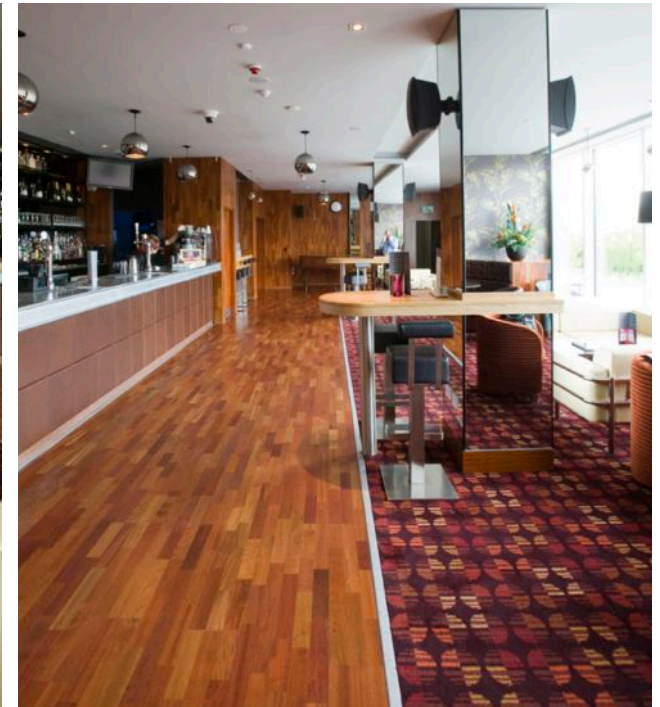
The Style Bar is located on the first floor overlooking the front aspect of the building, and is adjacent to the Auditorium. This fully sound-proofed venue is a beautiful relaxing bar styled with exquisite modern furniture, providing a space that cannot be matched within Hertfordshire.

Able to accommodate parties of 260 when full, this space is also ideal for the smaller more intimate affair, and is capable of providing a complete range of food offerings. The Style Bar is available as a unique venue, or as part of a larger package if required, and is able to provide separate access when requested.

Suitable for;

- **Birthday Celebrations (18ths and above)**
- **Retirement Parties**
- **Reunions**
- **Weddings**
- **Social Events**

Technical specification can be provided on request. Buffet menus and dining options available on request.



The Refectory

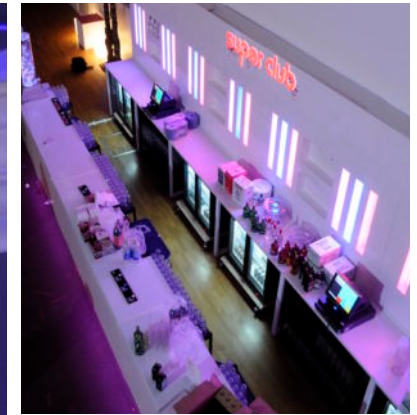
The Refectory is located on the ground floor of the building providing a complete range of dining options for any event. The space is defined by a glazed wall, overlooking the ancient woodland on College Lane and is able to accommodate up to 400 guests in banquet style. A stunning suspended sculpture, illuminated by intelligent colour changers, provides a stunning focal point to the space. The kitchen* facilities are superb, being able to supply any range of menu for your guests.

Suitable for;

- Weddings
- Banquets
- Gala Celebrations
- Corporate Dining
- Social Dining (Dinner dance events)

Menus can be provided on request, but a full bespoke menu service can be accommodated. Technical specification can be provided on request.

* Kitchen facilities are controlled by Food Hertfordshire



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

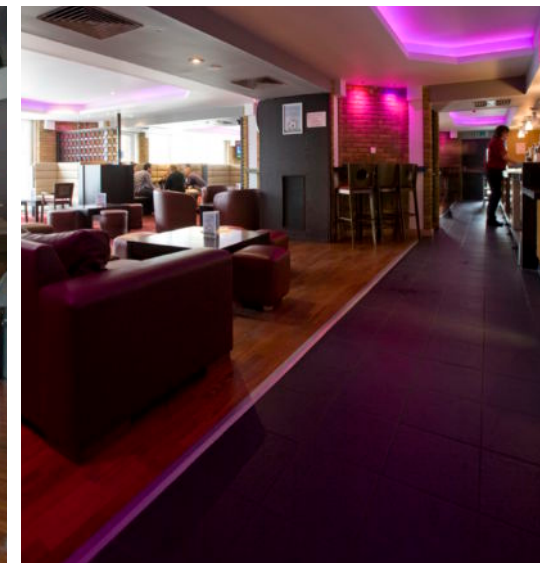
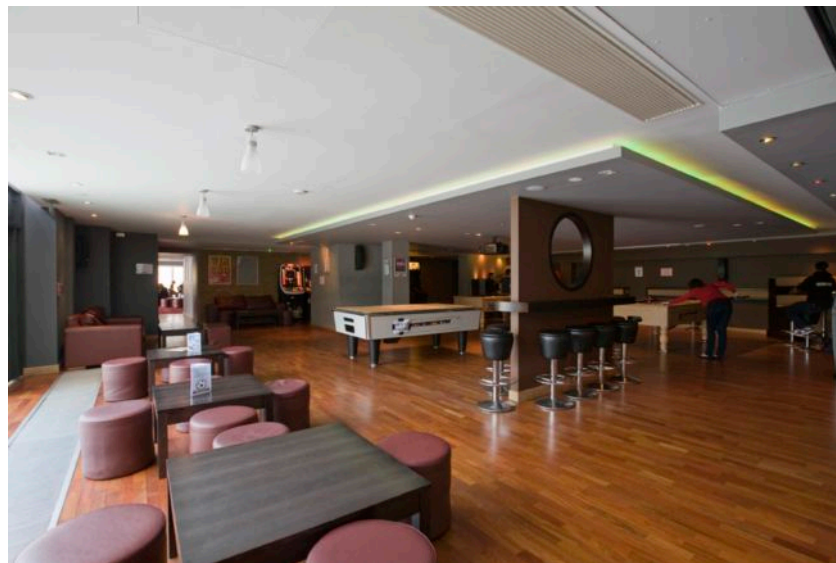
EleHouse

The EleHouse is a modern pub style venue, able to accommodate 275 guests. The space comprises two main areas, a large bar and seating space as well as a large games room. Both spaces are available for private bookings, or can be taken as one, and can facilitate a wide range of events. The games room is able to host 100 guests, whilst the main bar area can hold 175; but both these spaces can be expanded on warmer days by opening out onto the Piazza. This allows the EleHouse to accommodate up to 500 guests comfortably, and creates a superb continental style environment.

Suitable for;

- **Birthday Celebrations**
- **Work Celebrations**
- **Charity Events**
- **Reunions**
- **Weddings**

Technical specification can be provided on request. Buffet menus and dining options



If you are interested in hiring our venue for your special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Standing/Seating Capacity guide

Venue	Theatre Style Seating	Banquet Style Seating	Venue Capacity
Auditorium	Up to 350	Up to 150	1500
Middle Auditorium	100	60	350
Balcony	100	N/A	250
Attic	150	60	320
Style Bar	N/A	N/A	180 - 260
Refectory	600	400	800
Elehouse	N/A	N/A	275

The Style Bar and EleHouse have outside areas which can be utilised to provide further social space. Style Bar can host a further 50 guests in this area, and EleHouse a further 225 guests.

Prom Package

Finishing your GCSE's or A-Levels this year and want to celebrate with your class. Get your school to contact us now to book your Red Carpet Prom Package! Get the Red Carpet treatment - be snapped by the paps and film messages to your friends and teachers, then dance through the night in a venue of your choice. Please email Christine Sinclair-Lazell on c.lazell@herts.ac.uk for more information, availability and prices.

Bronze Package £500 +VAT

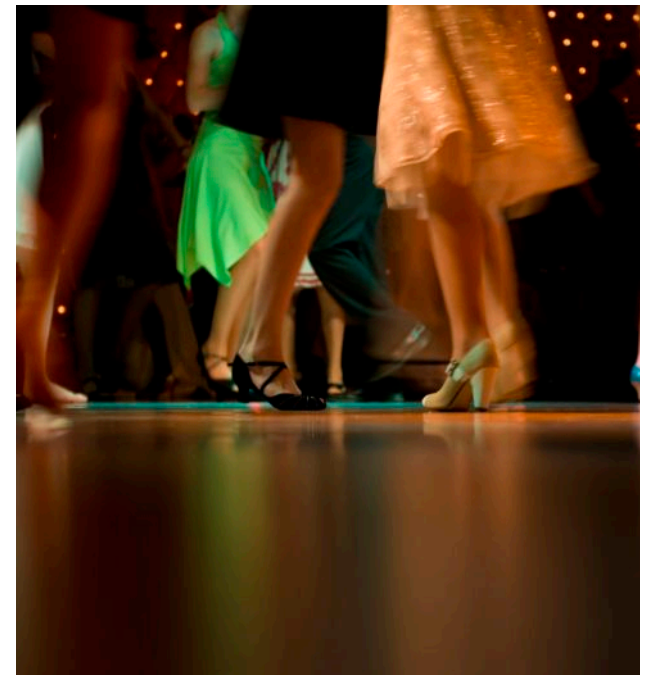
- Room Hire
- Security
- Red carpet + Paparazzi

Silver Package £650 + VAT

- Room Hire
- Security
- Red carpet + paparazzi
- DJ

Gold Package £900/£1000+VAT

- Room Hire
- Security
- Red carpet + paparazzi
- DJ
- 1 free soft drinks voucher per person/ 1 free alcoholic drink for over 18's A Level Prom



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Sample Menu

To download or view the sample menus please [click here](#).

FOOD
Hertfordshire

catering for the
University of Hertfordshire



Working Lunches

Basic Sandwich Lunch £2.85 per person

Selection of sandwiches, including 50% vegetarian

Working Lunch 1 £3.75 per person

Selection of sandwiches and speciality breads to include served with Fairfield farm locally produced hand cut crisps. One round of sandwiches per person; 50% of the selection does not contain meat or fish.

Working Lunch 2 £5.75 per person

Selection of sandwiches and speciality breads to include served with Fairfield farm locally produced hand cut crisps. One round of sandwiches per person; 50% of the selection does not contain meat or fish. A selection of 2 freshly prepared finger food nibbles, one of which will not contain meat or fish.

Working Lunch 3 £7.75 per person

Selection of sandwiches and speciality breads to include served with Fairfield farm locally produced hand cut crisps. One round of sandwiches per person; 50% of the selection does not contain meat or fish. A selection of 4 freshly prepared finger food nibbles, one of which will not contain meat or fish.

Finger Food

Our chefs will prepare a selection of food to accompany your working lunches 2 & 3. Chefs will prepare food according to season and availability in markets. In order to take advantage of locally procured food and to ensure the freshest items are available, we regret that customers are not able to select specific items on the menu. Items provided for working lunches will change daily, so that customers booking menus over subsequent days will not have any repetition of menus.

Continued >>

If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Special Events

Whatever the occasion, we have a variety of fantastic spaces to make your day or night one to remember! The atmosphere is fun and welcoming, all within a safe environment!



If you are interested in hiring our venue for you special event please contact Christine Sinclair-Lazell. E: c.lazell@herts.ac.uk T: 01707 285008

Recommended Services

These are a range of recommended services to make your event a total success.

JK ROSES

JK Roses is a Hatfield based florist and balloon company specialising in creating striking balloon and floral decorations for all events and venues.

Tel: 01707 256214
info@jkroses.co.uk
www.jkroses.co.uk

RAY LOWE STUDIOS

As one of the country's most established and respected photographers with over 35 years experience. Ray Lowe Studios is a photographic studio in Cheshunt, Hertfordshire, specialising in portraiture with a distinctive contemporary style.

Tel: 01992 636152
info@raylowestudios.co.uk
www.raylowestudios.co.uk

CREATIVE PIECE

Creative Piece Ltd is a Photography and Design company. Their services cover digital photography and design. They offer a specialist Wedding and Events photography service.

Tel: 07961 530 250
www.creativepiece.com
contact@creativepiece.com

Testimonials

“The staff were exceptional. They were very helpful and very conscientious all night. I have friends that were very impressed with the venue and would like to hire it for the night.”

“The party went really well and our guests enjoyed themselves till 1.30am. The food and the music was great and everybody loved the Style Bar!