



the radlett **centre**

# Function Hire



BAR / BAT MITZVAH CELEBRATIONS | WEDDING RECEPTIONS | BIRTHDAY CELEBRATIONS  
FUNCTIONS | BANQUETS | SPECIAL OCCASIONS

# General Information

Situated in the heart of Radlett, with excellent links to London, The Radlett Centre is the perfect venue for your special event.

Our modern venue allows your creativity to flourish in planning how your event will look, from cosy and traditional to bright and dazzling. The semi-sprung beech wood floor provides an excellent dance space, while your entertainment, whether it be a DJ or live band, performs from our professional stage. Your caterers will have access to our professional kitchen facilities during your event. Alternatively, our expert onsite caterer Teatro is able to provide first class food and drink for your guests. From intimate drinks with canapés to a lavish banquet-style reception or an informal buffet, we have the facilities to suit your needs.

From your first viewing to your final farewells, our staff will be on hand throughout to ensure your event is a success.



Ever wanted to see your name in lights?

The Radlett Centre gives you the chance to tell the world about your special day. For an additional fee, we can personalise your event with a message of greeting displayed across the front of The Radlett Centre for the duration of your function.

If you would like to speak to one of our events team, to arrange a viewing or book a function, please call us on **01923 857546** or email [admin@radlettcentre.com](mailto:admin@radlettcentre.com)

The Radlett Centre 1 Aldenham Avenue, Radlett WD7 8HL  
[www.radlettcentre.co.uk](http://www.radlettcentre.co.uk)



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# Facilities

The flexible layout of the auditorium allows the space to be tailored to your specific requirements. We can accommodate up to 180 people for a sit down meal or even more with a combination of seated and standing.

## Venue Hire includes:

**Foyer Area** - Suitable for drinks receptions.

**Auditorium** - The spacious hall has a beech wood floor with carpet surround.

**Banqueting Furniture** - Round tables seating 8-12 people, rectangular tables seating six people each or for combined use for a Top Table. 200 upholstered chairs.

**Coloured Uplighters** - Can be coordinated with your colour theme to provide a warm and welcoming atmosphere.

**Mirror Ball** - To give your event that extra bit of dazzle.

**Stage** - To provide your DJ or band the perfect position to entertain your guests.

**In House PA** - For use during your speeches.

**Duty Manager** - A member of our courteous and professional events team, on hand throughout your function.

**Technical Manager** - For advice and assistance during the set-up of your event.



Our bright and spacious foyer provides a wonderful area for welcoming your guests upon their arrival at The Radlett Centre. Perfect for a drinks reception with canapés as you mingle with friends and family.

Our cloakroom and immaculately maintained washroom facilities are situated here.

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# Catering

The Radlett Centre is a fully licensed venue and catering for your event, small or large, can be provided by our professional onsite caterer – Teatro.

From delicious canapés served at your drinks reception to innovative three course meals, buffets or finger foods, Teatro will be happy to discuss your bespoke requirements to create your perfect event.

If you wish to bring in your own caterer, The Radlett Centre is happy to include the use of our professional kitchen facilities without additional charge.



To tempt your taste buds, a few ideas from Teatro...

Delicious canapes include vegetable spring rolls served with a sweet chilli dipping sauce, smoked salmon blinis with soured cream and dill, colourful and irresistible sushi.



Amazing traditional roast menus which can include soul comforting chicken soup, roasts with all the trimmings followed by mouth watering dessert options such as apple crumble or rich indulgent chocolate mousse.



Or why not include in your menu choice favourites such as salt beef, mushroom strudel, teriyaki salmon, beef/vegetable lasagne.....

The options are endless and we are ready to help you create the perfect menu.

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# Tariff

The hall is available for hire from 9am-5pm for a daytime event or 6pm-12 midnight for evening functions.

The following rates are based on a minimum booking of one of the above sessions:

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY: £1380 + VAT**

**FRIDAY, SATURDAY, SUNDAY & ALL PUBLIC HOLIDAYS: £1845 + VAT**

**Early access may be available at an additional fee of £95 per hour + VAT**

Prices valid until March 2024

**Discounted rates are available to registered charities and local societies. Please contact our events team directly for more details.**

\* A non-refundable deposit of up to 50% is required to secure your booking.

\* A £80 cleaning fee is applicable to all bookings where an outside caterer uses our facilities.



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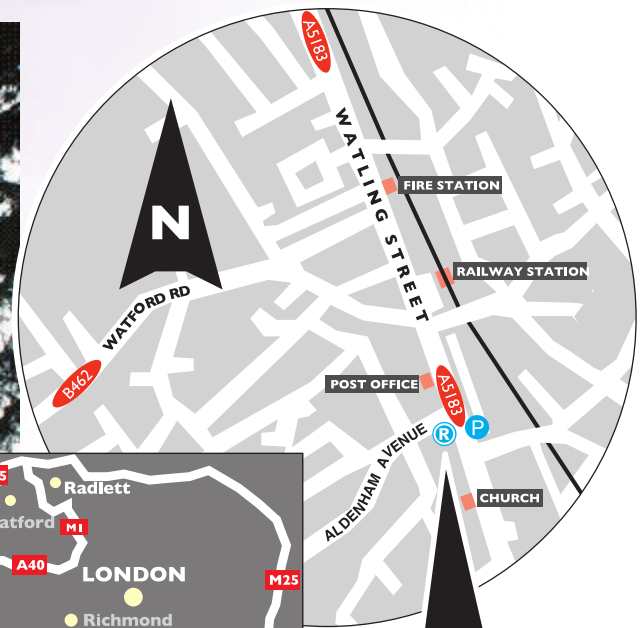


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# How to find us

The Radlett Centre is easy to get to by car, with close links to both the M1 and M25. Radlett train station is only a few minutes walk from The Radlett Centre. There is a regular rail service with connections to St Albans and London St Pancras, including links to Luton Airport Parkway and Eurostar.

There are car parking spaces directly outside the venue, with a further 100 spaces located in Newberries Car Park opposite the Centre.



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