



# National Trust – Tyntesfield

## Sawmill Reference Sheet

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### Introduction

The Sawmill Centre is a former industrial building that has been restored and converted in to a Learning Centre. As much of the original fabric of the building as possible has been preserved, so it still looks and feels like a Victorian industrial building, though modern furniture and facilities are provided. The building is suitable for a wide range of functions from meetings to special events, but please be aware that for operational reasons we **cannot accept weddings or wedding celebrations** in the building at present.

### Facilities

The restored Sawmill building consists of;

- A main function room (The Engine Room) – 8x5 metres, with 8 tables and 50 chairs
- A second room primarily used for Learning Sessions (The Lantern Room) – 8x4 metres usable space, with 7 tables and 30 chairs
- A small kitchen with a fridge, dishwasher, water boiler and assorted crockery, cutlery and glassware. There are no cooking or other food preparation facilities.
- Fully accessible toilet facilities including disabled toilet and baby change facilities
- A communal yard area to the side and rear of the buildings

### Hire

Hire of the Sawmill is based upon hiring either;

- The Engine Room or Lantern Room, sharing the communal facilities **or**;
- The whole building, having exclusive use of all facilities

**Hire of a single room is usually limited to meetings or small functions (less than 20 people) where it's appropriate to share the building with another group using the other room.** If you hire just a single room you will have shared access to the kitchen and toilet facilities and the outside areas. Another group may use the other room at the same time, so for larger functions, or where exclusive use is desired, the whole building must be booked.

Periods of hire for a single room are based on full or half working days, and evenings. A full day is 9am to 5pm. Half days are mornings from 9am to 1pm, and afternoons from 1pm to 5pm. Evenings is any booking using the building after 5.30pm. **Please note that for private functions at weekends full day hire rates almost always apply, as we are unable to accept more than one such booking a day. The size of your function will determine the applicable hire rate.**

### Costs

The current rates of hire for the facilities are;

- £120 Mon-Fri or £180 Sat-Sun (subject to availability) for a half day's hire of either the Engine or Lantern room (9am to 1pm or 1pm to 5pm)
- £180 Mon-Fri for a whole day's hire of either the Engine or Lantern room (9am to 5pm)
- £120 Mon-Thurs or £180 Fri-Sun for evening hire of either the Engine or Lantern room (5.30pm onwards)

**Or;**

- £300 for exclusive use of the whole building during any 9am-5pm period, or for late afternoon / evening bookings.
- £500 for any all-day, overnight or other full 24-hour hiring period
- Bespoke quotations for extended or multiple bookings are available on request
- Discounts may be available on an individual basis for multiple and repeat bookings

**All prices are subject to the addition of VAT at the current rate.** Discounts may be available for registered charities on enquiry.

## **Important things to know before you book**

- **The building is a self-hire venue. There are no staff based at the venue.** Users are given a code to access a key safe in order to access the building. The building must be set up and afterwards left clean and tidy by whoever is using it. This includes all tables and chairs, and kitchen equipment must be washed up ready for the next users.
- **There is only mobility parking, via permit, at the Sawmill itself** – all other parking is in the main car park which is a 10 minute walk involving some changes in elevation. **There is a charge of £3 (winter) or £5 (summer) per day for any car not displaying a National Trust member badge.** A National Trust courtesy bus does include the Sawmill on its route around the estate, but only operates during Tyntesfield opening hours and is not a guaranteed service.
- **For the safety of our visitors, and as the courtesy bus is operating, driving to the Sawmill via the main estate drive is not permitted during opening hours.** The only exceptions are for the one-way transport of equipment to the venue or for those who require mobility parking. This must be arranged with the Sawmill Manager in advance.
- Tea and instant coffee are available for all guests at the Sawmill to use, but due to its limited shelf life users must provide their own milk.
- Catering for a wide range of events can be provided by Tyntesfield's Catering team. Please enquire for more details. Self-catering or other arrangements are permitted.
- Payment for hire is usually taken in advance, and a 20% deposit is non-refundable in the event of cancellation more than 14 days before the booking date. Please note that bookings cancelled less than 14 days before the booking date cannot be refunded.
- National Trust Tyntesfield is a family venue and residential location. Certain standards of behaviour must be maintained by all users of the Sawmill at all events held at the venue.

This is just a summary. Full terms and conditions of use are available on request, and must be accepted by all users booking the Sawmill.

## **Contact Details for booking enquiries**

Please email [tyntesfieldsawmill@nationaltrust.org.uk](mailto:tyntesfieldsawmill@nationaltrust.org.uk) with details, or phone 01275 465578