



**The National  
Centre *for*  
Early Music**

# Celebrations & Weddings Hire Pack





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## Venue Hire Information Pack

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### **Operations & Events Manager Details:**

Hannah Witcomb  
National Centre for Early Music  
St Margaret's Church  
Walmgate  
York YO1 9TL

Tel: (01904) 632220  
E Mail: [Hannah.witcomb@ncem.co.uk](mailto:Hannah.witcomb@ncem.co.uk)  
Web: [hire.ncem.co.uk](http://hire.ncem.co.uk)

## 1 Welcome

We are delighted that you are considering the National Centre for Early Music (NCEM) as a venue for your event. The NCEM is available to hire for wedding receptions (please note we are not a licensed ceremony venue), celebrations and parties and we hope that this hire pack assists you with your planning.

The medieval Grade One listed converted church of St Margaret's stands in the heart of the City in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for celebrations. It also runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.



If you have any queries or need clarification before completing the booking form, please ring the NCEM Operations and Events Manager, Hannah Witcomb, on York (01904) 632220.

For more details about hiring the venue for other events go to [www.hire.ncem.co.uk](http://www.hire.ncem.co.uk)

## **2 Hire Information**

The NCEM is situated inside the city walls, just off Walmgate, near Walmgate Bar. It has the capacity to seat up to 129 for a formal dinner and 150 for drinks receptions and evening parties.

To hire the NCEM for your full day celebration will cost £1,100 + Vat. This gives you access from 9am to include set up time for you and your suppliers.

For evening parties, the hire price is £550.00 + VAT which this gives you access from 4pm to include set up time.

### **Included in your hire:**

- Exclusive use of the NCEM including the church, gardens, meeting room and foyer
- Use of up to 12 x 5ft diameter round tables
- Use of up to 7 x 6ft trestle tables
- Use of up to 180 black and blue conference chairs
- Use of projector, screen and laptop if required
- Use of PA system for background music and wireless hand-held microphone for speeches
- Use of staging for band or DJ if required
- Cash and card bar serving a wide range of bottled ales, lagers, wines, spirits and soft drinks. Draught ale is also available on request.

### **Also available for additional costs:**

- Use of Bosendorfer grand piano: £50.00 + VAT
- Tuning of piano (optional): £80.00 + VAT for weekday tunings or £95 + VAT for weekend tunings
- Use of LED t-lights to decorate the church: £35.00 + VAT

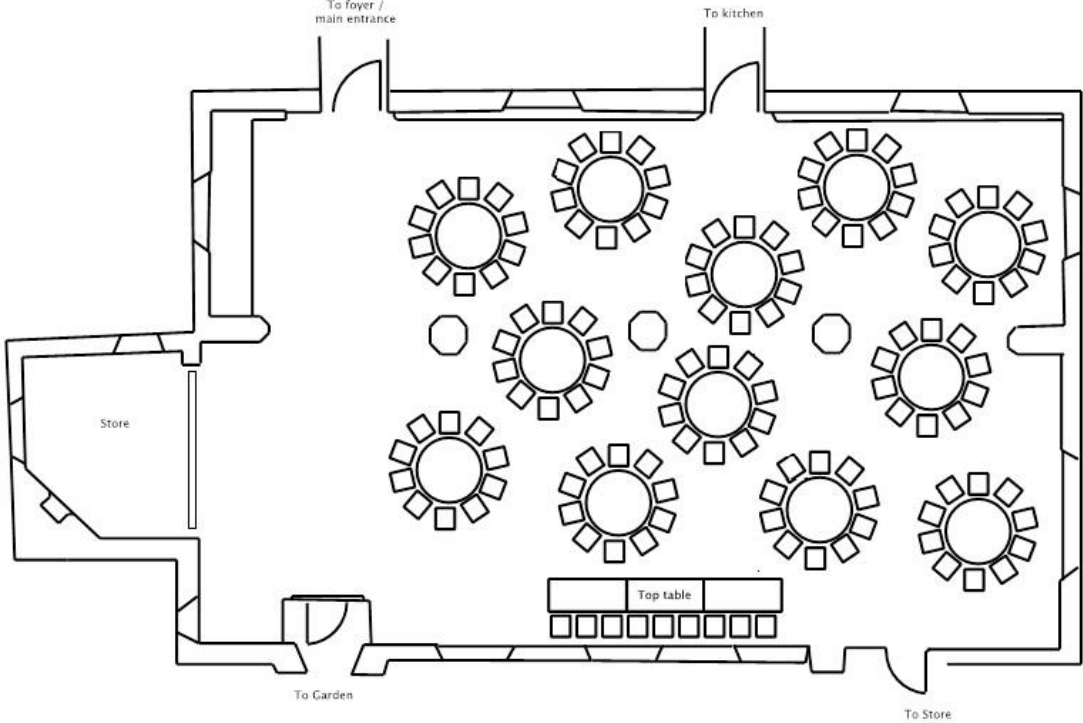
### 3 Venue Information

#### Floor plans

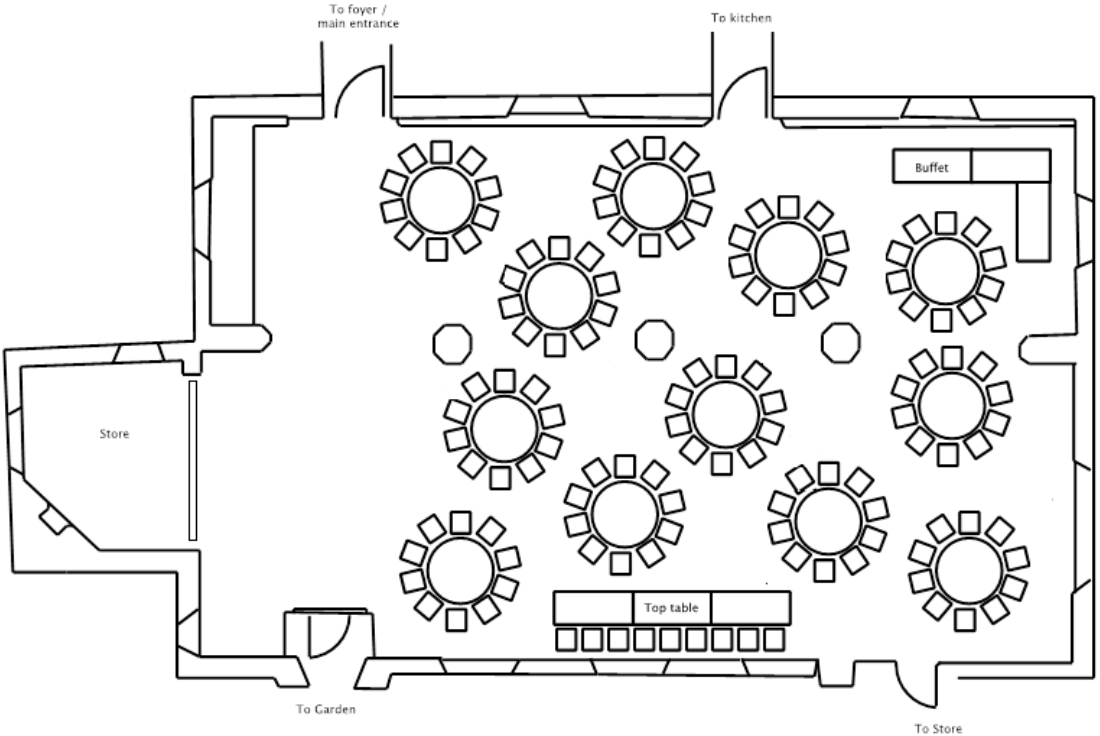
There are a few different room configurations that we can recommend. Please see the diagrams below for more information.

Also please note that if you are using the NCEM chairs, it is only possible to fit a maximum of 9 chairs comfortably around the tables.

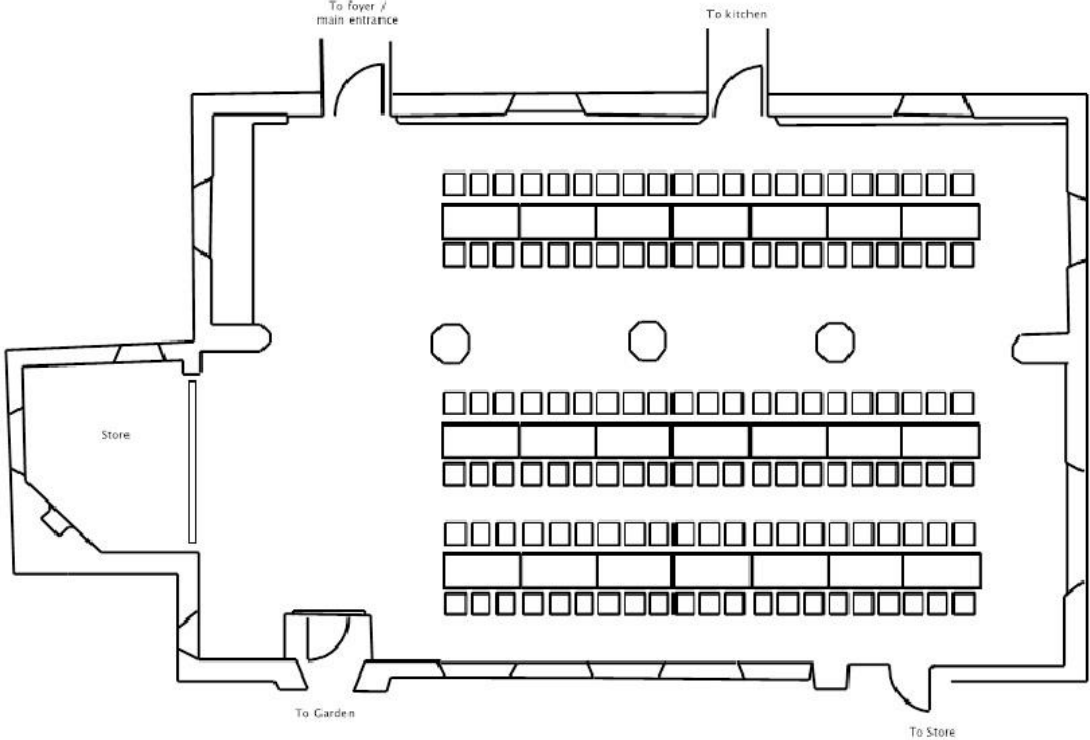
Cabaret style with long top table.  
Capacity: 129



Cabaret Style with long top table and buffet table.  
Capacity: 129

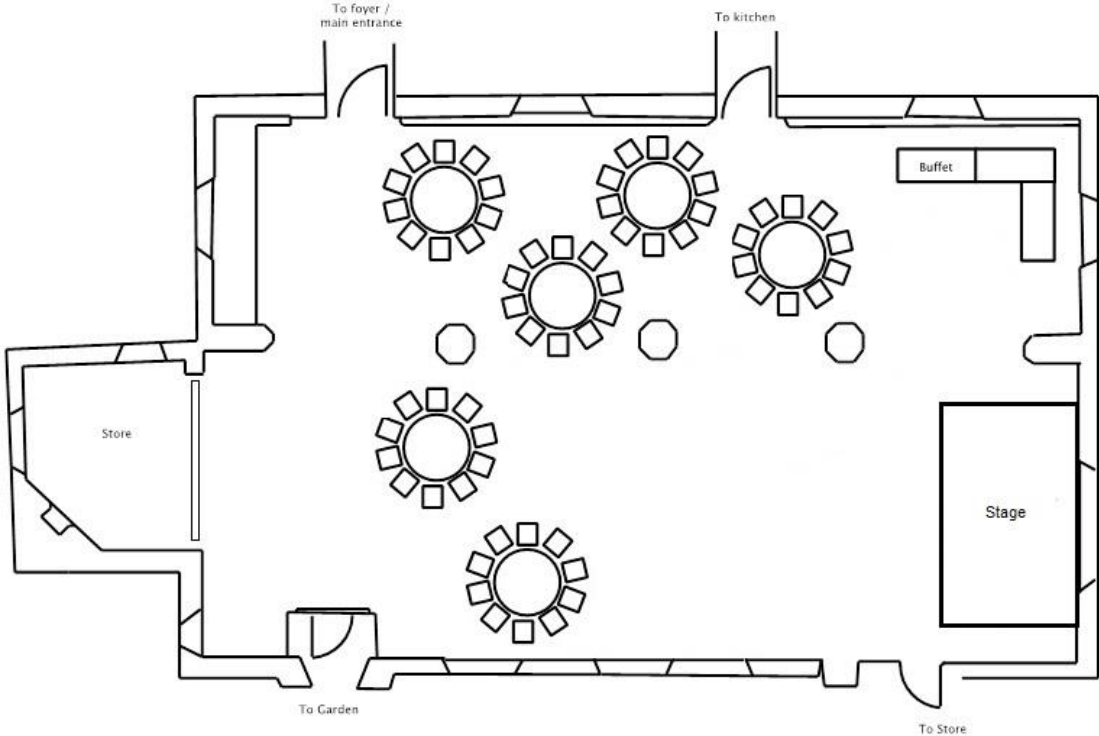


Banquet style tables\*  
Capacity: 126



\* Please note that the NCEM only has 7 6ft trestle tables available to use so you will need to arrange hire of the remaining number required

Evening party with stage and space for dancing.



## **Location**

York is situated in the heart of Britain with excellent rail, road and airport links. The train journey takes just under 2 hours from Kings Cross, London, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.

The main NCEM entrance is on Percy's Lane off Navigation Road but there is also access from Walmgate through the church garden. The Walmgate entrance is open for events only and not during normal office hours. (See map at the end of this pack)

## **Access**

The NCEM is completely flat-floored throughout making it an accessible building for wheelchair users with or without an accompanied helper. There is an entrance ramp from Percy's Lane and the Walmgate entrance is flat, allowing full access from both entrances.

The NCEM has an induction hearing loop installed in the main part of the venue. You do need to let us know before arrival if you require the use of our hearing loop during your visit as it is not always turned on. The NCEM can also recommend reputable BSL interpreters or palentypists if required.

There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on (01904) 413121 or Station Taxis on (01904) 623332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.

## **Parking**

There are 6 car parking spaces available for you to use in the venue car park, these include 2 disabled spaces, however this must include parking for your suppliers if required. The closest car park to the NCEM is Peel Street, which is approximately a 4-minute walk away. For more information on local parking go to <http://parkopedia.co.uk>

## 4 Designated Caterers

Events at the National Centre for Early Music are catered for by Bradshaws of York. The Centre has a long-standing relationship with this company who provide a wide choice of high quality food. They are very familiar with the building and their friendly staff will ensure that your event runs smoothly.

**On securing a date for your event, we suggest that you contact Bradshaws directly to discuss your requirements.**

Bradshaws of York  
Unit 3  
London Ebor Business Park  
Millfield Lane  
Nether Poppleton  
York YO26 6BP

Contact: Jonathan Maxwell  
Tel: 01904 780 775  
E Mail: [Bradshawsofyork@btconnect.com](mailto:Bradshawsofyork@btconnect.com)  
Web: [www.bradshawsofyork.com](http://www.bradshawsofyork.com)



## **5 Recommended Suppliers**

The National Centre for Early Music works with several organisations who are familiar with our Grade One listed building and offer an excellent service. Here are some suggestions for you below:

### **Photographers**

#### **Jim Poyner**

Tel: 07775 77168

E mail: jim@jimpoyner.co.uk

Web: www.jimpoyner.co.uk

#### **Matthew Kitchen**

Tel: 07878 308714

E Mail: matt@matthewkitchenphotography.co.uk

Web: www.matthewkitchenphotography.co.uk

### **Florists**

#### **Fleur Adamo**

Tel: 07814 046899

Email: fleuradamo@gmail.com

Web: www.fleuradamo.co.uk

### **Furniture and Accessory Hire**

#### **Your Marquee – Chair and other furniture hire**

Charlie Kilvington-Wray

Tel: 01904 468 073

Email: info@your-marquee.co.uk

Web: www.your-marquee.co.uk

#### **Blacks Event Furniture Hire**

Cathy Bowman

Tel: 01347 878838

E Mail: cathy@eventfurniture.com

Web: www.eventfurniture.com

#### **Wedding Venue Lighting**

Tel: 0800 0319018

E Mail: info@wedding-venue-lighting.co.uk

Web: www.wedding-venue-lighting.co.uk

### **Photo Booths**

#### **Boothomatic**

hello@boothomatic.co.uk

www.boothomatic.co.uk

### **Cakes and Cheese**

#### **York Cakes**

Tel: 07791 701374

E Mail: kate@YORKCakes.co.uk

Web: www.yorkcakes.co.uk

#### **Love Cheese**

Tel: 01904 622967

Email: hello@lovecheese.co.uk

Web: www.lovecheese.co.uk

### **Accommodation**

#### **Hotel Indigo**

88-96 Walmgate

York YO1 9TL

Te: 01904 231333

www.hotelindigoyork.co.uk

This hotel is located next to the NCEM and NCEM clients can receive 10% off the best available rates for bed and breakfast for their guests. Please ask for details.

For more accommodation information, visit [www.visityork.org/book](http://www.visityork.org/book) for hotels, bed and breakfast and self-catering apartments.

## 6 Music and Recommended Musicians

As a well-established arts venue, the NCEM provides the perfect setting for musical activities both live and recorded.

The NCEM has a Bosendorfer piano, a double and a single manual harpsichord and a chamber organ available for use. If you would like to use any of these instruments for your event, we will need at least two weeks notice and there will be an additional cost. Please contact our Events Manager who will be delighted to sort this out for you.

The NCEM is equipped with a simple sound system, suitable for background music from an iPod or CD player. There is a hand-held microphone, which can be used for speeches. Please note that this system is not sufficient for DJs or live bands. If you are planning to bring in a band or set up a disco, you will need to sort out an appropriate sound system.

We are happy to recommend the following individuals, ensembles and dance bands:

### Jazz/Popular/Classical

**Nicky Losseff - pianist**  
www.yorkpianist.com

**Mr Swing's Dance Orchestra**  
Matthew Hardy  
Tel: 07775 615151  
matthew\_hardy1@hotmail.com

**New York Brass Band**  
James Lancaster  
lancasterjazz5@aol.com  
www.newyorkbrassband.co.uk

### Harpists

**Sarah Dean**  
Tel: 07963 792504  
pluckybutterfly@yahoo.co.uk

## **Early Music**

### **Dante Ferrara – Elizabethan Minstrel**

Tel: 01522 512753  
dante.f@btinternet.com  
www.danteferrara.co.uk

### **Trouvere**

Tel: 07720 118 406  
<https://www.medievalminstrels.com/>

## **Ceilidh Bands**

### **Hot Not Bothered**

Mike Tavener  
Tel: 01904 798738 and 07984 393441  
info@hotnotbothered.co.uk

### **Fiddlers Wreck**

Michael Jary  
Tel: 07866 514759  
ceilidh@fiddlerswreck.co.uk  
www.fiddlerswreck.co.uk

## **DJs**

### **Club Class Entertainment**

Tel: 01904 378370  
<http://clubclassuk.com/>

### **Nightowls Disco**

Tel: 01904 613666  
info@nightowlsdisco.com

## **7 Terms and Conditions of Hire**

### **7.1 General Information**

The National Centre for Early Music (NCEM) is managed by an educational charity – the York Early Music Foundation and is made available to hire for events, functions and activities that are congruent with the atmosphere, ethos and ethics of the building and the organisation.

The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The National Centre for Early Music reserves the right to advise any media organisations of this event unless a written objection is received from the Organiser when booking. Acceptance of a booking at the National Centre for Early Music implies acceptance of these conditions.

The NCEM reserves the right to turn down bookings.

The NCEM will be available from 9.00am on your event day for preparations. Our staff may also be working during this time to configure the room.

It is a license condition that the bar closes and that music/entertainment stops at 11.00pm (10.30pm on a Sunday) and that the venue is cleared and tidied by midnight.

### **7.2 Payments**

Please note that to secure the booking you must send a non-returnable deposit of 50% plus VAT (cheque made payable to York Early Music Enterprises Ltd) with the completed booking form and return it to The National Centre for Early Music, St Margaret's Church, Walmgate, York, YO1 9TL. You can also pay by bank transfer – please ask for our bank details.

The remaining 50% of the venue hire charge is due no later than 3 months prior to the event upon receipt of our invoice.

### **7.3 Cancellation by Hirer**

The National Centre for Early Music will make a charge if the event is cancelled by the hirer:

**Cancellation within 90 days or less – payment in full**

**Cancellation greater than 90 days – loss of deposit**

#### **7.4 Non-availability of the NCEM**

If for any reason beyond our control the NCEM is not able to be used on the date booked, the NCEM will refund the deposit and any other money paid to it by the hirer but shall have no further or additional liability to the hirer whatsoever including any losses, costs and expenses incurred by the hirer.

#### **7.5 Cancellation insurance**

The Hirer is advised to make arrangements for a suitable insurance policy to cover any losses as referred to in point 4 above. This recommendation is designed to protect the hirer against any unforeseen circumstances.

#### **7.6 Bar Facilities**

The National Centre for Early Music is a fully licenced venue. Where a 'pay bar' is required, this will be provided by the NCEM. The NCEM 'pay bar' serves a selection of wine, bottled ales, bottled lager, bottled cider, spirits and soft drinks. It is possible for us to arrange draught ale but we cannot offer a draught lager facility. Any special requirements for the bar must be requested by email no later than 1 month before your event.

**There is a bar underwriting deposit of £250 + VAT payable in advance. This will be fully refunded to you after the event should bar sales exceed £300 and proportionally refunded if sales are less than £300.**

#### **7.7 Catering**

The dedicated caterers at the NCEM are Bradshaws of York. Please contact them to book in your date and to discuss your catering requirements before confirming your booking with us.

#### **7.8 Seating Plans and Hall Layout**

The National Centre for Early Music provides a very flexible seating space and can be arranged in a variety of configurations according to need. It is however essential that agreement is made on the layout of the Centre at least 1 month prior to the event. Failure to do so will necessarily incur additional charges.

#### **7.9 Decorations and Special Effects**

Please discuss with us your plans for decorations and any special effects as we do have some practical constraints. Please note that we do not allow the following:

- a. use of helium balloons
- b. use of confetti inside or outside the venue (although we do permit use of real rose petal confetti in the garden)
- c. use of dry ice/smoke machines in the venue

- d. fixing or attaching anything to the walls in the venue although it is possible to tie decorations to some fixings and to tie/stick things to the stone pillars in the church

### **7.10 Fire and Safety**

Your attention is drawn to the National Centre for Early Music's fire and safety guidelines and regulations. In the event of an emergency the duty venue manager present will conduct and manage all evacuation protocols.

Candles are permitted in the venue but only with prior arrangement/discussion.

Any electrical items brought into the NCEM must have been PAT tested within the last 12 months. Please discuss this with us if you need any clarification.

### **7.11 Noise**

The NCEM is in a residential area and organisers of functions and their attendees are expected to make every effort not to disturb our neighbours. Live music and DJs are welcomed under the following conditions:

- a. The venue has been notified and given details of the entertainment.
- b. The venue has been given copies of the band/DJ's current public liability insurance.
- c. All amplified sound and live music must stop by 11.00pm.
- d. No live music or amplified sound is permitted in the gardens or external areas of the building.
- e. The fire door in the church must be kept closed at all times.

### **7.12 Personal Property**

The Management of the National Centre for Early Music cannot accept any liability for the loss of personal possessions whilst on the premises.

### **7.13 Damage to the NCEM**

The Hirer is expected to take good care and not cause any damage to the Church or its contents. The Hirer will be expected to pay for any damage caused by them or attendees at their event.

Thank you for reading these Conditions of Hire. By signing the Events Booking Form, you are certifying that you have read and accepted these conditions. If you have any questions, please contact us on 01904 632220.

**National Centre for Early Music**



**BOOKING FORM – WEDDING OR PARTY**

Contact Name(s).....

Address .....

..... Post Code .....

Tel: No ..... Mobile.....

E-mail .....

Date of Hire ..... Expected number of guests.....

How did you hear about us? .....

<b>Planned Event Timings</b>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>
(feel free to give estimates or to leave blank if you're not sure)	Preparation		
PLEASE NOTE THAT WE ARE ONLY LICENCED UNTIL 11PM MON – SAT AND 10:30PM ON SUNDAYS AND SPECIAL DAYS	Guest Arrival		
	Bar Open		
	Food Served		
	Entertainment		
	Event Close		
	Clear Up		



**Additional equipment/services required** (additional charges may apply):

- |                         |                          |  |                          |                                |                          |
|-------------------------|--------------------------|--|--------------------------|--------------------------------|--------------------------|
| Staging                 | <input type="checkbox"/> | LCD projector                            | <input type="checkbox"/> | Projection screen              | <input type="checkbox"/> |
| Laptop                  | <input type="checkbox"/> | Microphones                              | <input type="checkbox"/> | PA system                      | <input type="checkbox"/> |
| Piano<br>(£50.00 + VAT) | <input type="checkbox"/> | Piano tuning<br>(£80.00 or £95.00 + VAT) | <input type="checkbox"/> | LED t-lights<br>(£35.00 + VAT) | <input type="checkbox"/> |

**Details of accessibility requirements**

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**Charges**

Agreed venue hire charge: .....

Any additional charges: .....

*To secure your booking, please enclose a deposit of 50% of the venue hire fee + VAT (cheque made payable to York Early Music Enterprises Ltd) with this form and return it to The National Centre for Early Music, St Margaret's Church, Walmgate, York, YO1 9TL.*

*Deposit payments can also be made by bank transfer – we will issue an invoice containing our bank details.*

*An invoice for the remaining hire fee, plus VAT, will be sent to you in good time to be paid no later than 3 months prior to your event.*

**I confirm that I have read the National Centre for Early Music's conditions of hire information attached to this booking form.**

Signed..... Date .....