



Conference Hire Pack



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Operations & Events Manager Details:

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VENUE INFORMATION

The National Centre for Early Music is based in the medieval Grade One listed converted church of St Margaret's which 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.



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.

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 directions.

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

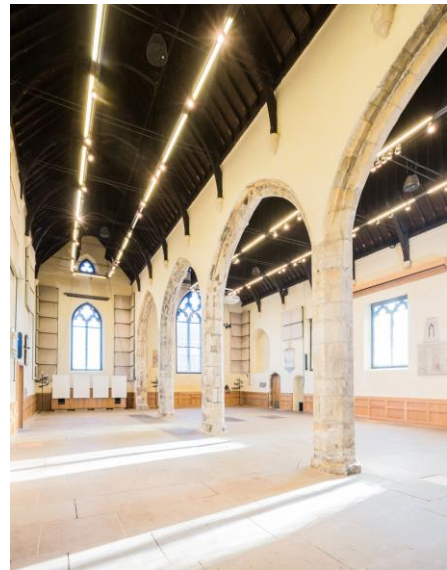
There are 6 car parking spaces available for you to use in the venue car park, these include 2 disabled spaces, however this must include parking for your suppliers if required. The closest car park to the NCEM is Peel Street, which is approximately a 4-minute walk away. To find out more about local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

ROOM LAYOUTS

We have 3 rooms available for hire – Church, Meeting Room and the Green Room.
See information below for more detail about these spaces:

Church

The Church is a flexible space and can be arranged in different ways to suit your needs. It has plenty of natural light, it is a warm space, soundproof and fully accessible making it a conducive working atmosphere.



Capacities:

- Theatre: 120 with clear visibility of the projection screen
180 if the screen is not required
- Cabaret: 100 with clear visibility of the projection screen
120 if the screen is not required
- Boardroom: 30
- Horseshoe: 30



Meeting Room and Green Room

These smaller rooms can be used as meeting rooms or breakout spaces from the main church space. They both have plenty of natural light and are fully accessible.

Capacities:

- Theatre: 20
- Boardroom: 10



Meeting Room



Green Room

Facilities Included in hire:

- Heating – under-floor heating in the church
- Staging – up to 4m wide and 3m deep
- Lighting – including stage lighting
- High speed WiFi throughout the building
- Excellent acoustics for music and speech
- Hearing Loop – please ask for more details
- Reception area
- Black Out Facilities in the Main Church
- Candelabras and candles
- Garden Space

Available for additional charges:

- Sound*
 - state-of-the-art PA system
 - 1 hand held wireless microphone
 - 3 lapel microphones
- AV Equipment *
 - large screen and HD projector are in fixed positions in the church
 - a smaller screen and projector are available for use in the Meeting Room or Green Room
 - laptop is also available

**Please see hire rates on page 8*

CATERING INFORMATION

The NCEM is also able to offer all kinds of food and drink options for your event. Our catering is supplied by top quality, local catering company Bradshaws of York. Bradshaws can offer all kinds of menu options to suit your taste and budget.

We have a variety of drinks and set menu buffet options to choose from but can also cater for a variety of other requirements. Please see our set menus below or enquire for other catering information.

Cold Finger Buffet 1

£13.75 plus Vat per person

Selection of Freshly Made Sandwiches – ½ round closed, 1 open

Wraps

4 Savoury Items

Yorkshire Crisps

Fresh Fruit Platter

Selection of Homemade Desserts

Orange Juice/ Mineral Water

Tea and coffee

Cold Finger Buffet 2

£11.25 plus Vat per person

Selection of Freshly Made Sandwiches – 1 round closed, 2 open

Wraps

2 Savoury Items

Yorkshire Crisps

Fresh Fruit Platter

Selection of Homemade Desserts

Orange Juice/ Mineral Water

Tea and coffee

Cold Finger Buffet 3

£8.75 plus Vat per person

Selection of Freshly Made Sandwiches – 1 round closed, 2 open

Yorkshire Crisps

Fresh Fruit Platter

Selection of Homemade Desserts

Orange Juice/ Mineral Water

Tea and coffee

Hot Fork Buffet

£22.50 plus Vat per person

Chargrilled Chicken and Bacon in a White Wine and Cream Sauce

Fishcakes with Homemade Tartare Sauce

Roast Mediterranean Vegetable Cous Cous

Hot New Potatoes

Mixed Leaf Salad

Assorted Mediterranean Style Bread

A Vegetarian Option will be made available if pre-booked

Glazed Lemon Tart

Chocolate Roulade with Raspberry Coulis

Orange Juice/ Mineral Water

Tea and coffee

PLEASE NOTE: If you would like to choose the specific items for the finger buffet then there will be an additional £1 + VAT charge per person. Please ask for the current buffet menu options.

Drinks

Tea/coffee and biscuits per serving £1.95 + VAT

Tea/coffee and pastries per serving £3.50 + VAT

Red or White House Wine per bottle £ 12.50 + VAT

Prosecco per bottle £15.00 + VAT

Orange Juice per litre £3.00 + VAT

Still and Sparkling Mineral Water per litre £3.00 + VAT

CONFERENCE HIRE RATES

Church Charges

Monday – Friday

HALF DAY	8am – 1pm / 1pm – 6pm	£200.00
FULL DAY	8am – 6pm	£350.00
EVENING	6pm – 10pm*	£350.00

Weekend

HALF DAY	10am – 2pm / 2pm – 6pm	£300.00
FULL DAY	10am – 6pm	£400.00
SATURDAY EVENING	6pm – 11pm*	£450.00
SUNDAY EVENING	6pm – 11pm*	£500.00

Set-up times (outside above hours) £100.00 per hour

*access from 4pm may be arranged if available

Meeting Room and Green Room Charges

Monday – Friday

HALF DAY	8am – 1pm / 1pm – 6pm	£75.00
FULL DAY	8am – 6pm	£150.00
EVENING	6pm – 11pm	£200.00

Additional Charges

Coffee/tea and biscuits	£1.95 per head
Cold Finger Buffet Lunch – Menu 1	£13.50 per head
Cold Finger Buffet Lunch – Menu 2	£11.05 per head
Cold Finger Buffet Lunch – Menu 3	£8.50 per head
2 course Hot Lunch	£22.50 per head
LCD projector/DVD/Video & screen/Laptop	£100.00
Handheld/Lapel Mics	£25.00
Flip charts	£5.00 per chart
Photocopying	10p per copy
Piano / Organ / Harpsichord	£100.00
Instrument tuning	please ask for prices

Daily Delegate Rates start from £25 + VAT per person – please ask for more details.

All prices above are subject to VAT

Charity rates available for registered charities

TERMS & CONDITIONS OF HIRE

1. GENERAL

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 The NCEM reserves the right to turn down bookings.

2. INSURANCE

The National Centre for Early Music has public liability insurance. It should however be noted that the individual promoter/organiser should have their own insurance in place and should share same with the NCEM on request. Please note that any damage incurred by the promoter/organiser will be charged accordingly.

3. PAYMENTS

- 3.1 We request a deposit of £100.00 + VAT on confirmation of your booking.
- 3.2 The final invoice, which is also subject to VAT, is payable within 30 days of the event taking place.
- 3.3 Payments can be made by cheque or by bank transfer. Please make cheques payable to York Early Music Enterprises Ltd. Bank details can be found on invoices.

4. CANCELLATION

The National Centre for Early Music will make a number of charges if the event is cancelled:

- Cancellation within 12 weeks or more - payment of 10% of the hire fee
- Cancellation within 12 – 4 weeks – payment of 50% of the hire fee
- Cancellation within 4 weeks – payment in full

Please note that for DDR bookings, this will be based on the minimum numbers agreed when the booking was made.

5. CATERING FACILITIES

The National Centre for Early Music will organise your catering requirements on your behalf. Please see our buffet menu options or ask for more details.

6. BAR FACILITIES

The National Centre for Early Music is fully licensed and happy to provide wines/spirits/beers on request.

7. SEATING PLANS

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 layout of the Centre at least 7 working days prior to the event. Failure to do so will necessarily incur additional charges.

8. FIRE AND SAFETY REGULATIONS

Your attention is drawn to the National Centre for Early Music's fire and safety regulations. A copy of the venue's housekeeping notes will be provided either in advance or on arrival at the venue and we ask that all organisers/personnel from your group are made aware of the details.

9. ACCESSIBILITY

The National Centre for Early Music is very accessible to the disabled. It is flat floored throughout and disabled person's toilet facilities are available. It has a hearing loop and there are two designated car park spaces available on request.

10. PARKING

The National Centre for Early Music has benefit of a small car park for conference organisers only. Delegates can park in the Peel Street car park, which is a 4-minute walk away.

11. ACCOMMODATION

The National Centre for Early Music can offer a 10% discount on the best available rates at the Hotel Indigo located next door to the venue. Please ask for more information. The NCEM also has working relationships with a number of hotels nearby, many of which offer special corporate delegate rates.

12. PROPERTY

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

We hope that these notes assist you with your planning. If you have any queries, please contact the Operations and Events Manager, Hannah Witcomb, on 01904 632220 or at Hannah.witcomb@ncem.co.uk

www.hire.ncem.co.uk

National Centre for Early Music



BOOKING FORM – CONFERENCE / MEETING

Organisation

Contact Name

Position in Organisation

Address

..... Post Code

Tel: No Mobile.....

E-mail

Date/s of Hire

Type of Function

Time of Hire: From To

No of Delegates Registered Charity No. (if applicable).....

How did you hear about us?

Details of accessibility requirements if known:

.....

.....

Space(s) Required:

Church Meeting Room Green Room

Room layout:

Theatre style Cabaret style Boardroom style

Other (please specify)

Additional equipment/services required (additional charges may apply – please see price list):

Staging LCD projector (£100 + VAT) Projection screen
Laptop Microphones (£35 + VAT) CD player/PA system
DVD/Blu-ray player Flipchart (£5 + VAT) Photocopying (10p + VAT per sheet)
Piano (£100 + VAT) Chamber Organ (£100 + VAT) Harpsichord (£100 + VAT)

Additional services required (additional charges may apply – please see price list):

Technical support
Tea/coffee and biscuits How many servings?
Hot/cold buffet Please state which menu.....

Charges

Room Hire or DDR charge agreed:

Additional Equipment charges:

To secure your booking, please enclose a deposit of £100.00 + 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, Y01 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 after the 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