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AWARDS**
FINALIST 2018


The National
Centre *for*
Early Music


Celebrations & Weddings Hire Pack





**The National
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Early Music**

Venue Hire Information Pack

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St Margaret's Church
Walmgate
York YO1 9TL

Tel: (01904) 632220
E Mail: events@ncem.co.uk
Web: 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.



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. If you have any queries or need clarification before completing the booking form, please ring the NCEM Events Team on (01904) 632220 or email events@ncem.co.uk. For more details about hiring the venue for other events go to hire.ncem.co.uk

2 Hire Information

Prices for 2019 Celebrations:

Full Day Hire (9:00am - 12:00am):
£1,100 + VAT

Half Day Hire (4:00pm – 12:00am):
£550 + VAT

The times listed above include time needed for set-up and load out.

Prices for 2020 Celebrations:

Full Day Hire (9:00am - 12:00am):
£1,200 + VAT

Half Day Hire (4:00pm – 12:00am):
£600 + VAT

The times listed above include time needed for set-up and load out.

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 on weekend
- Use of LED t-lights to decorate the church: £35.00 + VAT

Additional Venue Access & Hire Fees

If you require additional set-up before the hours included in your package, you can hire Early Venue Access for £200.00 + VAT. This will grant you and your suppliers access to the venue between 1:00pm-5:00pm the day before your event. Please note: this option is only applicable to a full day hire package and subject to availability.

Load Out

After your celebration, we ask that you load out décor on the same evening. If you would like to take down décor and load out the following morning, there is a fee of £50.00 + VAT per hour of access needed that day. We will also need a specific time that you'd like to come in, so we can coordinate an NCEM staff member to be present. This option is also subject to availability of the venue.

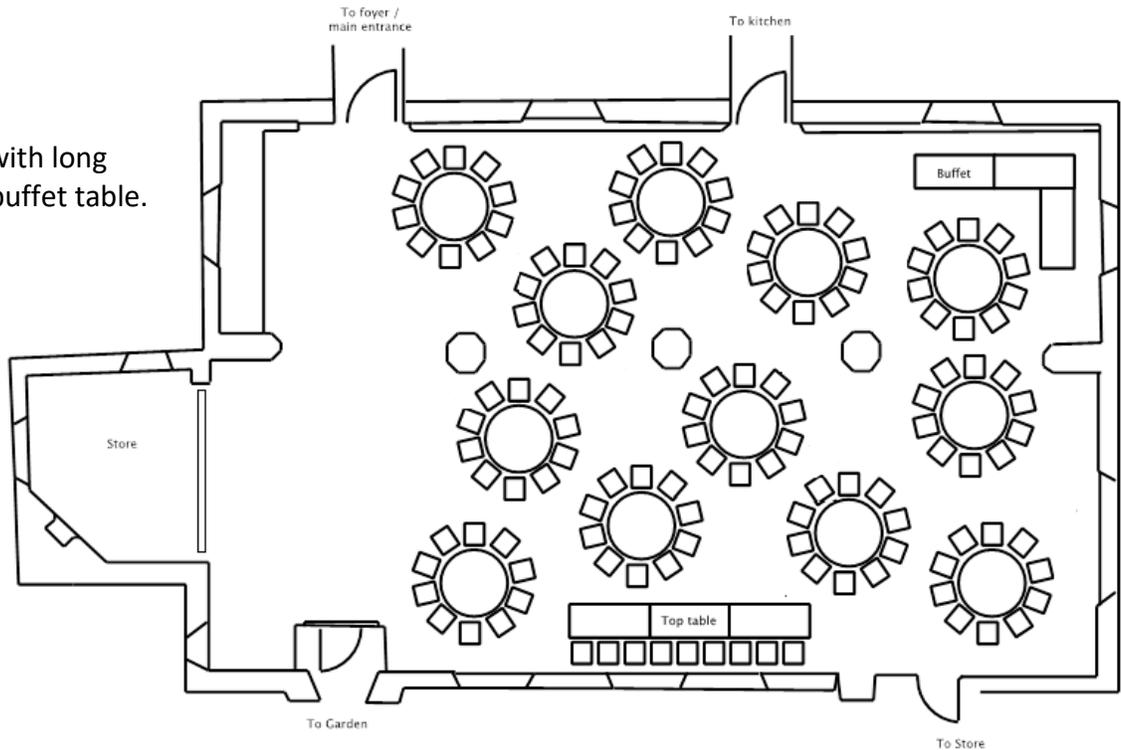
Alternatively, decorations can be boxed up neatly on the evening and left in our offices for later collection free of charge.

3 Venue Information

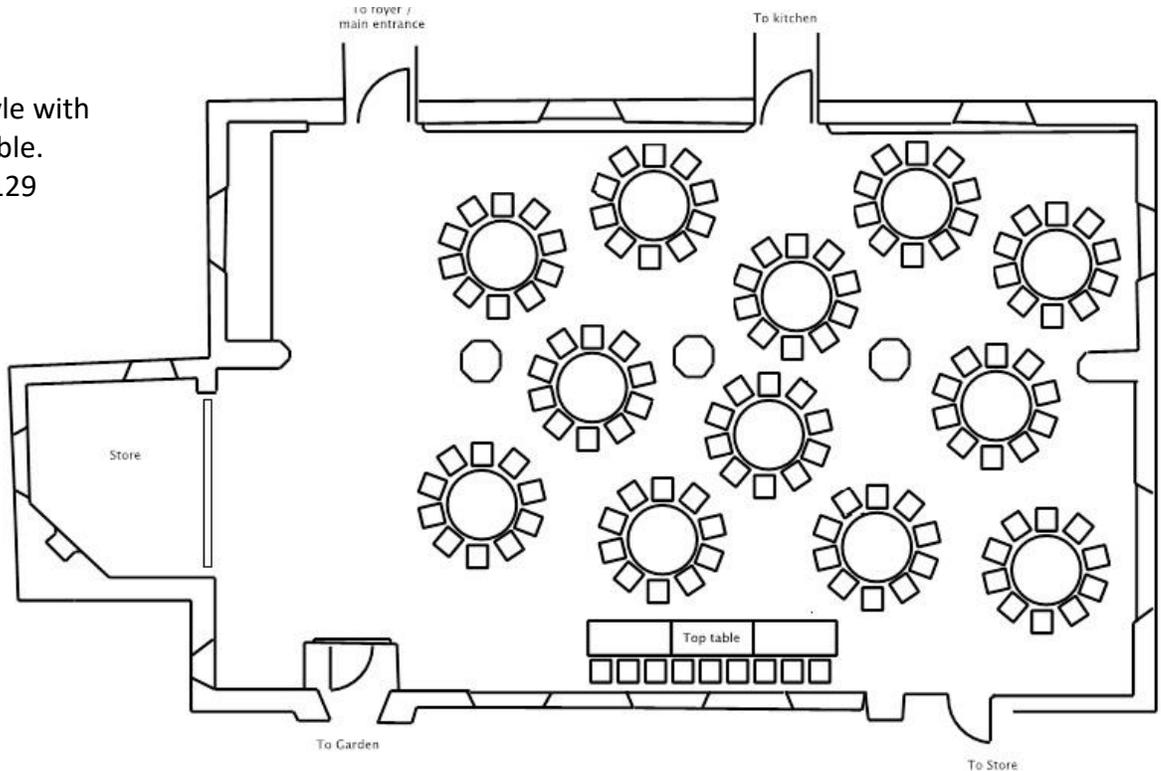
Floor plans

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.

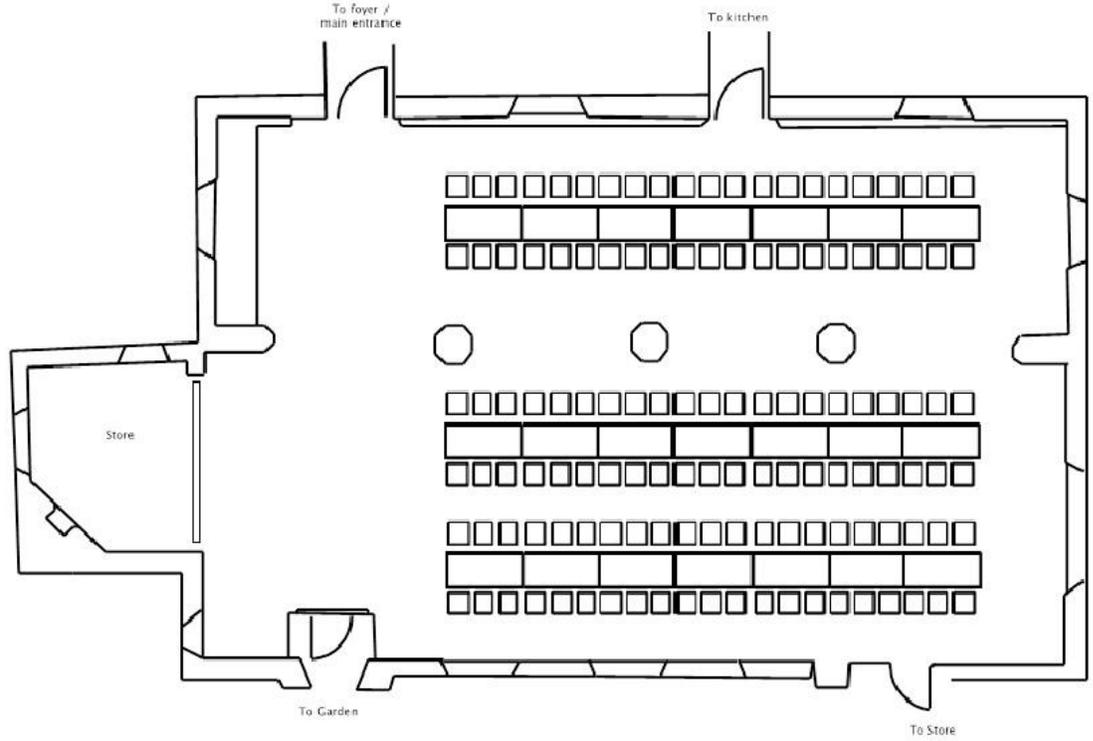
Cabaret Style with long top table and buffet table.
Capacity: 129



Cabaret style with long top table.
Capacity: 129

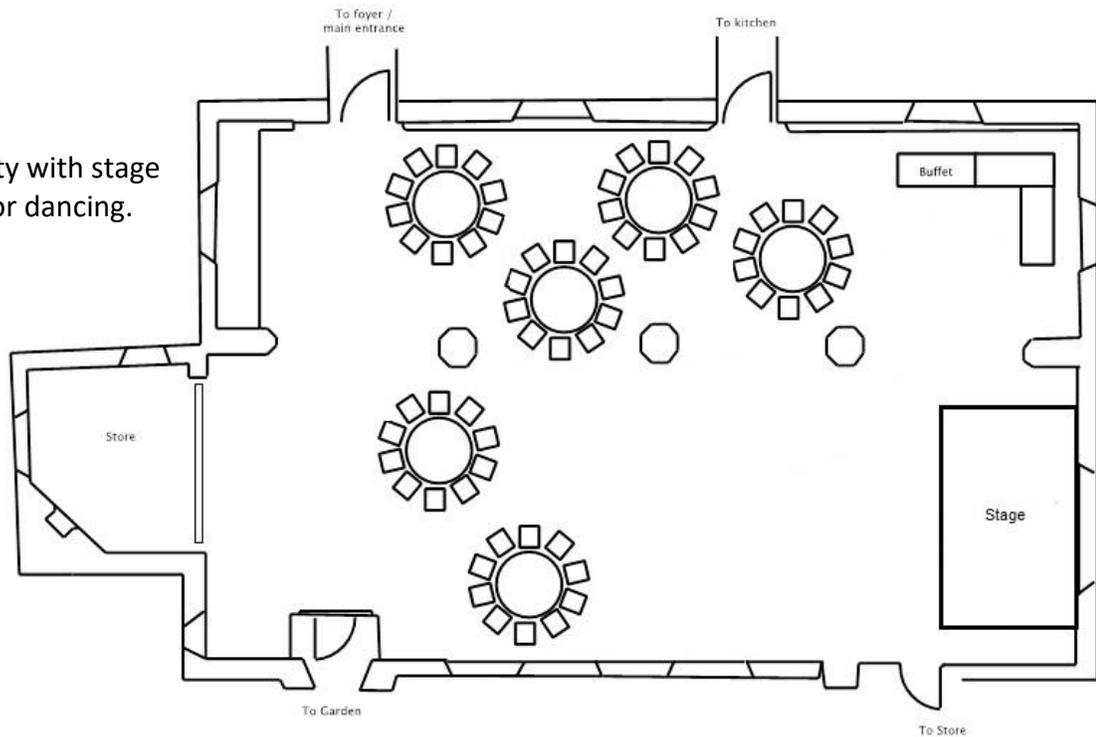


Banquet style
tables* Capacity:
126



* Please note that the NCEM only has seven 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 the UK 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
Web: 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

jim@jimpoyner.co.uk

www.jimpoyner.co.uk

Matthew Kitchen

Tel: 07878 308714

matt@matthewkitchenphotography.co.uk

www.matthewkitchenphotography.co.uk

Alice Lodge

Tel: 07586 309181

info@alicelodgephotography.com

www.alicelodgephotography.com

Florists

Fleur Adamo

Tel: 07814 046899

fleuradamo@gmail.com

www.fleuradamo.co.uk

Furniture and Accessory Hire

Your Marquee (Chairs & Furniture)

Tel: 01904 468 073

info@your-marquee.co.uk

www.your-marquee.co.uk

Blacks Event Furniture Hire

Tel: 01347 878838

Cathy Bowman: cathy@eventfurniture.com

www.eventfurniture.com

Wedding Venue Lighting

Tel: 0800 0319018

info@wedding-venue-lighting.co.uk

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

kate@YORKCakes.co.uk

www.yorkcakes.co.uk

Love Cheese

Tel: 01904 622967

hello@lovecheese.co.uk

www.lovecheese.co.uk

Accommodation

Hotel Indigo

88-96 Walmgate

York YO1 9TL

Tel: 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.visitryork.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

Early Music

Dante Ferrara – Elizabethan Minstrel

Tel: 01522 512753

dante.f@btinternet.com

www.danteferrara.co.uk

Trouvere

Tel: 07720 118 406

www.medievalminstrels.com

Harpists

Sarah Dean

Tel: 07963 792504

pluckybutterfly@yahoo.co.uk

Ceilidh Bands

Hot Not Bothered

Mike Tavener

Tel: 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