

Celebrations & Weddings Hire Pack



Venue Hire Information Pack



1. Welcome	Page 3
2. Hire Information	Page 3
3. Venue Information	Page 5
4. Designated Caterers	Page 8
5. Recommended Suppliers	Page 9
6. Music and Recommended musicians	Page 10

Contact Details:

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

Tel: (01904) 632220

E Mail: events@ncem.co.uk

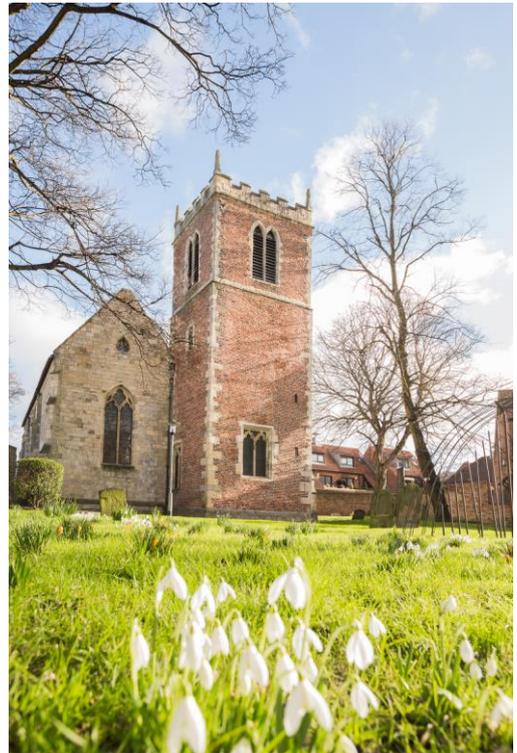
Web: hire.ncem.co.uk

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.

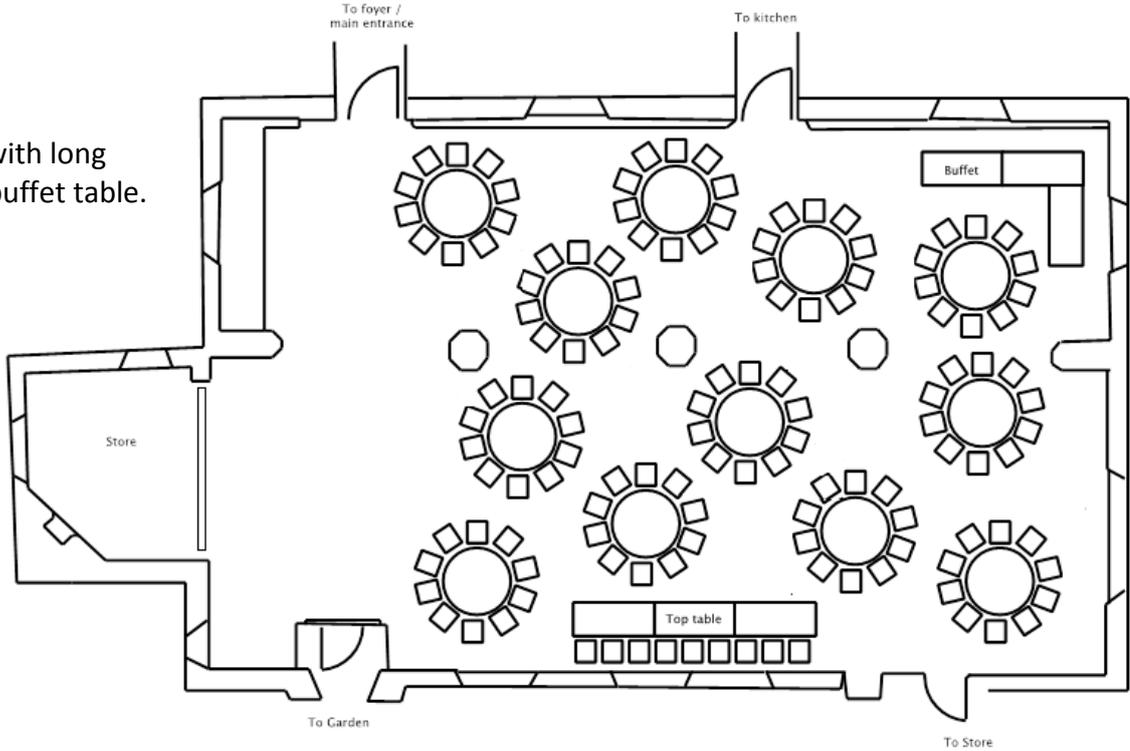
Alternatively, decorations can be boxed up neatly on the evening and left in our offices for later collection free of charge.

3 Venue Information

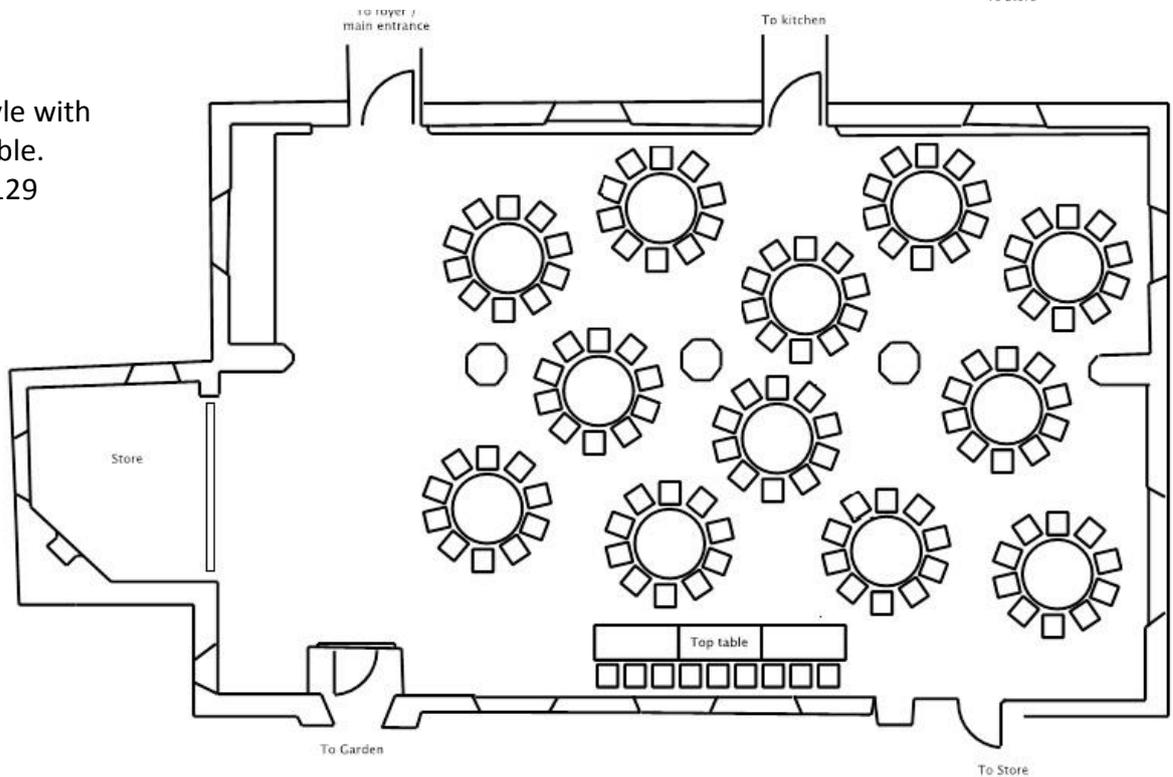
Floor plans

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.

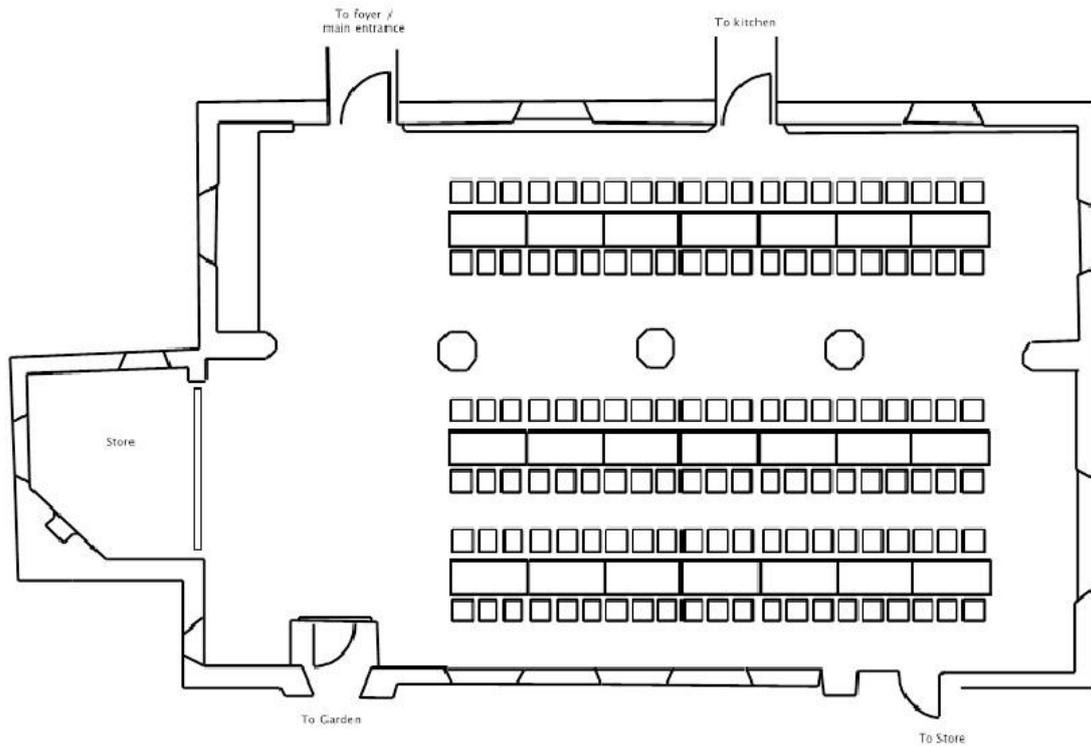
Cabaret Style with long top table and buffet table.
Capacity: 129



Cabaret style with long top table.
Capacity: 129

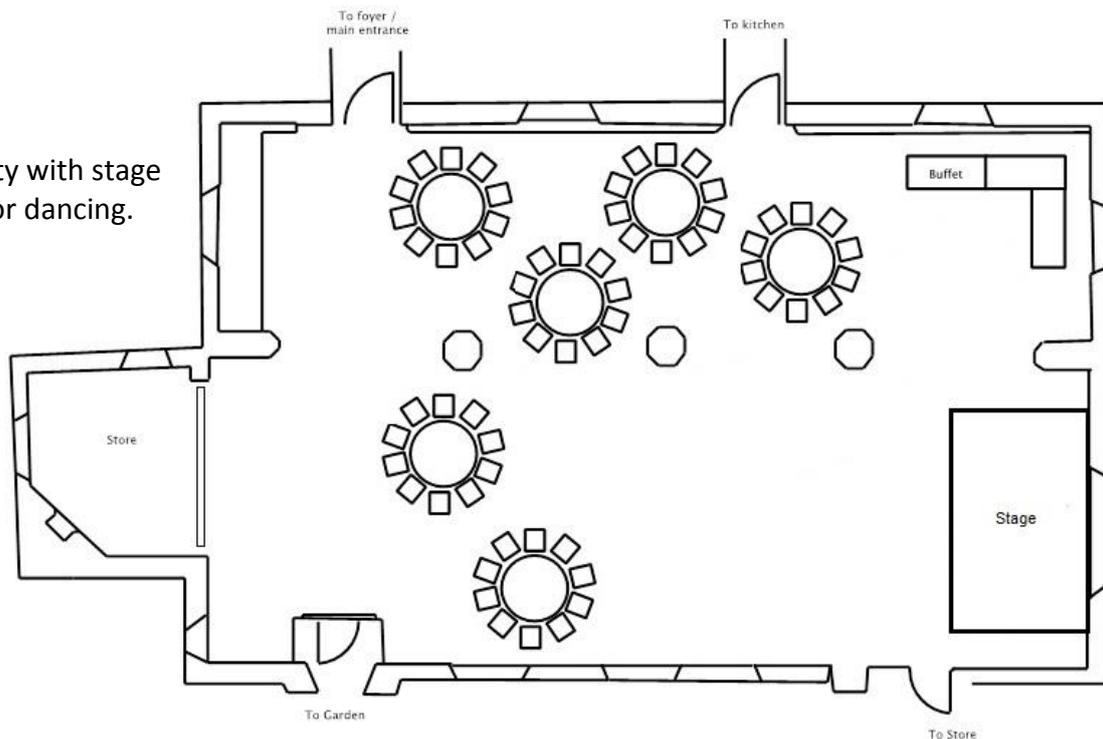


Banquet style tables* Capacity: 126



* 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

jimpoyner@gmail.com
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

Event Styling

Shindig

Tel: 07486 908593
cristel@shindigeventstyling.co.uk
Shindigeventstyling.co.uk

Photo Booths

Boothomatic

hello@boothomatic.co.uk
www.boothomatic.co.uk

Cakes and Cheese

Where the Ribbon Ends

Tel: 07850 416505
wheretheribbonends@gmail.com
www.wheretheribbonends.com

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

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/>

TERMS & CONDITIONS OF HIRE – WEDDING OR PARTY

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

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.

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

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 hirer.

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.

6. Bar Facilities

The National Centre for Early Music is a fully licenced venue. We ask that you use our beverage catering services for your alcoholic and non-alcoholic drink requirements (with exception of drinks packages provided through our dedicated caterer Bradshaw's).

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. Should the bar sales not exceed £300(during an afternoon event) or £500(on an evening), the balance of this will be payable after the event

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.

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.

9. 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. This option is only applicable to a full day hire package and subject to availability.

10. 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.

11. 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
- e. fireworks or sparklers

12. 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.

13. 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.**

14. 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.

15. 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.



BOOKING FORM – WEDDING OR PARTY

Contact Name(s)*

**If hiring for a wedding, please list both partners' names*

Address

..... **Post Code**

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

E-mail

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

How did you hear about us?

Planned Event Timings (feel free to give estimates or to leave blank if you're not sure)	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>
PLEASE NOTE THAT WE ARE ONLY LICENCED UNTIL 11PM MON – SAT AND 10:30PM ON SUNDAYS AND SPECIAL DAYS	Preparation		
	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 <input type="checkbox"/>
(£50.00 + VAT) | Piano Tuning <input type="checkbox"/>
(£80.00 or £95.00 + VAT) | LED tea lights <input type="checkbox"/>
(£35.00 + VAT) |
| NCEM Bar <input type="checkbox"/>
(minimum spend applies – See T&Cs) | Early Venue Access (£200.00 + VAT) <input type="checkbox"/>
(subject to availability) | |

Next Day Load Out (£50.00 + VAT per hour)

Additional Hours Needed* _____

**subject to availability*

Details of accessibility requirements

.....

.....

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