

# CONFERENCES & MEETINGS



# Venue Hire Information Pack

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## Contact:

Emily Lynn  
National Centre for Early Music  
St Margaret's Church  
Walmgate  
York YO1 9TL

01904 632220

[events@ncem.co.uk](mailto:events@ncem.co.uk)

[ncem.co.uk/conferences](http://ncem.co.uk/conferences)



# 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 events. The NCEM 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.

# Parking

There are 5 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/>

# 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.



# Room Layouts

We have 3 rooms available for hire – **Church**, **Meeting Room** and the **Green Room**.

Please see the 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 & 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

## Included in the hire:

- Heating – under-floor heating in the Church
- Lighting – including stage lighting
- High speed Wi-Fi throughout the building
- Excellent acoustics for music and speech
- Hearing Loop – please ask for more details
- Reception area
- Black-out facilities in the Church
- Garden space

## Available for additional charges:

### Sound\*

- PA system
- 2 hand held wireless microphones
- 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
- a laptop is also available

### Staging\*

- up to 6m wide and 4m deep

### Candelabras & candles\*

- up to 6 floor-standing iron candelabras

\*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 other requirements. Please see our sample menus below and contact us for current pricing.

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## Cold Finger Buffet 1

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

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## Cold Finger Buffet 2

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

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

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## Cold Finger Buffet 3

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

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## Hot Fork Buffet

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

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## Bespoke Menus

Our dedicated caterers at Bradshaws can offer bespoke evening menus to suit any evening occasion. Please get in touch for more details.

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## Refreshments

Tea/coffee and biscuits  
£2.00 + VAT *per person per serving*

Tea/coffee and pastries  
£4.00 + VAT *per person per serving*

House wine  
£16.67 + VAT *per bottle*  
Prosecco  
£20.83 + VAT *per bottle*

Orange juice  
£3.50 + VAT *per litre jug*

Still and sparkling mineral water  
£3.50 + VAT *per 750ml bottle*

*Tap water is available free of charge*

# Conference & Meeting Hire Rates

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## Church Charges

### WEEKDAY HIRE

HALF DAY	9am - 1pm / 1pm - 5pm	£350.00 + VAT
FULL DAY	9am - 5pm	£450.00 + VAT
EVENING	5pm - 11pm	£550.00 + VAT

### WEEKEND HIRE

£650.00 + VAT

Set-up times outside above hours £100.00 + VAT per hour

*For corporate functions, please see our Strozzi package in the Weddings & Parties hire pack*

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## Meeting Room & Green Room Charges

The hire charges listed below are for weekday hire only. Weekend hire is only available when also hiring the Church.

HALF DAY	9am - 1pm / 1pm - 5pm	£125.00 + VAT
FULL DAY	9am - 5pm	£200.00 + VAT
EVENING	5pm - 11pm	£250.00 + VAT

## Additional Charges

AV equipment, 2 wireless microphones + operator

HALF DAY: £230.00 + VAT

FULL DAY: £290.00 + VAT

EVENING: £260.00 + VAT

Projector and screen £100.00 + VAT

Staging £50.00 + VAT

Candleabra £30.00 + VAT each (up to 6 available)

