

CONFERENCES & MEETINGS



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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 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 able to offer all kinds of food and drink options for your event.

We have a variety of drinks, set menu buffet and grazing menu options to choose from but we can also cater for other requirements. Please see some of our sample menus below and contact us for current pricing.

Cold Finger Buffet 1

Selection of freshly made sandwiches – 1½ rounds closed
4 savoury items
Yorkshire crisps
Selection of homemade desserts
Orange juice/mineral water
Tea and coffee

Cold Finger Buffet 2

Selection of freshly made sandwiches – 1½ rounds closed
2 savoury items
Yorkshire crisps
Selection of homemade desserts
Orange juice/mineral water
Tea and coffee

Cold Finger Buffet 3

Selection of freshly made sandwiches – 2 rounds closed
Yorkshire crisps
Selection of homemade desserts
Orange juice/mineral water
Tea and coffee

Hot Buffet

Moroccan style chicken
Lemon and coriander cous cous
Natural yoghurt
Mixed leaves with tomato & cucumber
A vegetarian option will be made available
Vanilla cheesecake
Orange juice/mineral water
Tea and coffee

Grazing Buffet

Slow cooked pork, smoked
bacon, Armagnac, prunes & cream
Membrillo, stilton & parsnip tart (v) or (ve)
Roast carrots, dill butter, pumpkin seeds
Apple, beetroot, whipped goats' cheese
Rosemary & thyme roast potatoes
Raspberry & white chocolate torte
Tea and coffee

Bespoke Menus

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

Refreshments

Tea/coffee and biscuits
£2.20 + VAT *per person per serving*

Tea/coffee and pastries
£4.50 + VAT *per person per serving*

House wine
£16.67 + VAT *per bottle*

Prosecco
£20.83 + VAT *per bottle*

Orange juice
£5.33 + VAT *per litre jug*

Still and sparkling mineral water
£4.00 + VAT *per 750ml bottle*

Tap water is available free of charge

Conference & Meeting Hire Rates

Church Charges

WEEKDAY HIRE

HALF DAY	9am - 1pm / 1pm - 5pm	£375.00 + VAT
FULL DAY	9am - 5pm	£475.00 + VAT
EVENING	5pm - 11pm	£575.00 + VAT

WEEKEND HIRE

£675.00 + 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

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)

