

# WEDDINGS & PARTIES



# Venue Hire Information Pack

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## Contact

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01904 632220  
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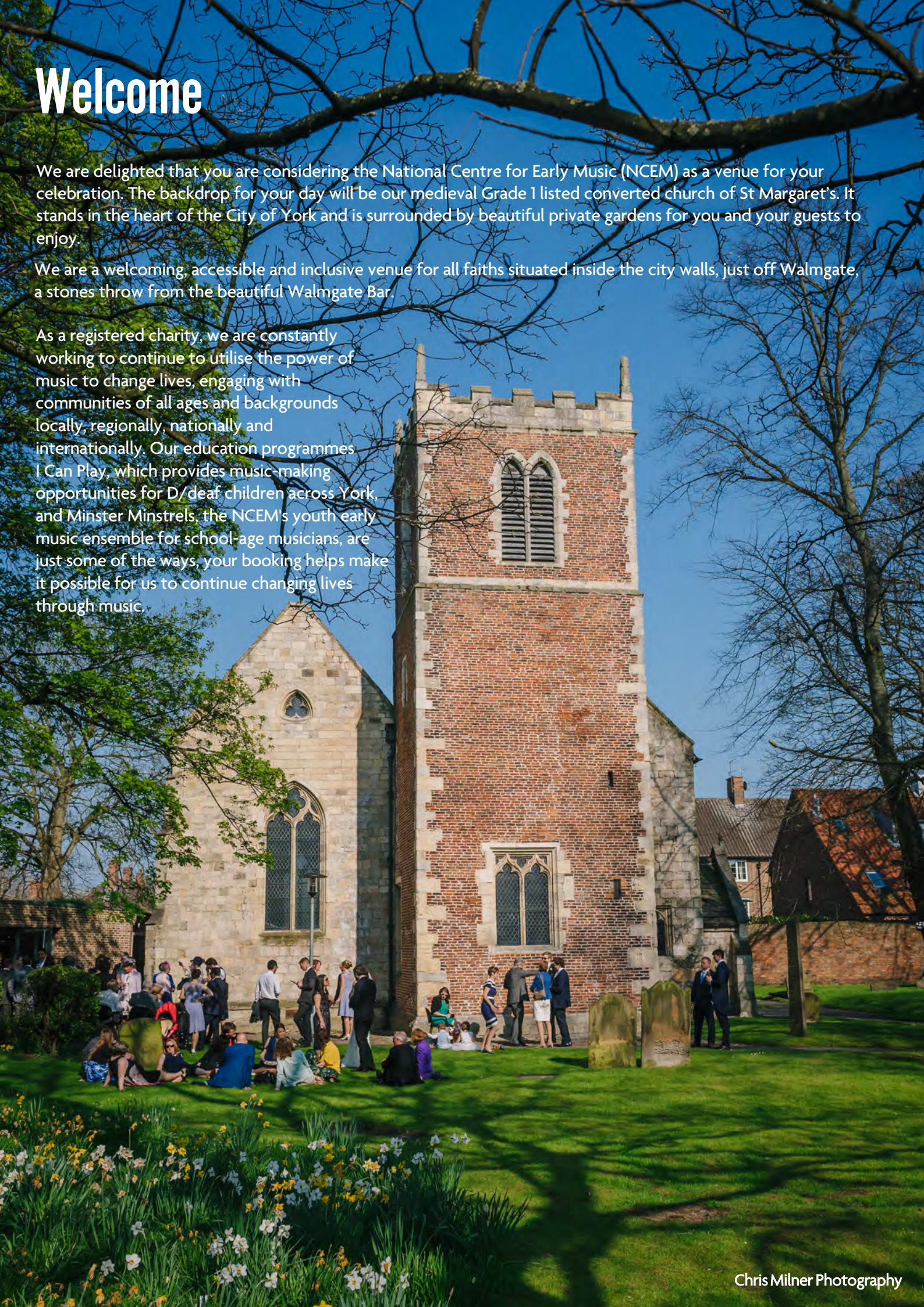


# Welcome

We are delighted that you are considering the National Centre for Early Music (NCEM) as a venue for your celebration. The backdrop for your day will be our medieval Grade 1 listed converted church of St Margaret's. It stands in the heart of the City of York and is surrounded by beautiful private gardens for you and your guests to enjoy.

We are a welcoming, accessible and inclusive venue for all faiths situated inside the city walls, just off Walmgate, a stones throw from the beautiful Walmgate Bar.

As a registered charity, we are constantly working to continue to utilise the power of music to change lives, engaging with communities of all ages and backgrounds locally, regionally, nationally and internationally. Our education programmes I Can Play, which provides music-making opportunities for D/deaf children across York, and Minster Minstrels, the NCEM's youth early music ensemble for school-age musicians, are just some of the ways, your booking helps make it possible for us to continue changing lives through music.



# Packages

All prices are inclusive of VAT

## Celebrations:

### Package 1 - Lully

**£2900**

*Seventeenth-century French composer Jean-Baptiste Lully's (1632-1687) music is known for its power, liveliness in its fast movements and its deep emotional character in its slower movements.*

Included in this package:

- Exclusive hire of the NCEM from 09.00 - 23.00
- Use of our Bösendorfer grand piano (tuning is an optional extra)
- 2 handheld wireless microphones for speeches
- Sound system for background music

### Package 2 - Purcell

**£3950**

*Although he incorporated Italian and French stylistic elements, Henry Purcell's (1659-1695) style was a uniquely English form of Baroque music.*

Included in this package:

- Exclusive hire of the NCEM from 09.00 - 23.00
- Day before load in from 15.00 - 21.00
- Next day load out from 09.00 - 11.00
- Fairy lights
- Use of our Bösendorfer grand piano (tuning is an optional extra)
- 2 handheld wireless microphones for speeches
- Sound system for background music

### Package 3 - Bach

**£4450**

*Johann Sebastian Bach (1685-1750) was the most celebrated member of a large family of north German musicians during the eighteenth century.*

Included in this package:

- Exclusive hire of the NCEM from 09.00 - 23.00
- Day before load in from 15.00 - 21.00
- Next day load out from 09.00 - 11.00
- Fairy lights
- Up to 12 LED coloured uplighters
- 6 candleabras & candles
- Use of our Bösendorfer grand piano (tuning is an optional extra)
- 2 handheld wireless microphones for speeches
- Sound system for background music
- 2 free tickets to an NCEM season concert or a bottle of Prosecco for the top table on the big day

### Party Package - Strozzi

**£1750**

*Barbara Strozzi (1619-1677) was an Italian composer and singer. During her lifetime, she published eight volumes of her own music, and had more secular music in print than any other composer of the era.*

Included in this package:

- Exclusive hire of the NCEM from 16.00 - 23.00
- Use of our Bösendorfer grand piano (tuning is an optional extra)
- 2 handheld wireless microphones for speeches
- Sound system for background music

## Included in all hire packages:

- Exclusive use of the NCEM including our gardens and Meeting Room space
- Venue Manager on the day
- Up to 12 x 5ft diameter round tables
- Up to 7 x 6ft trestle tables
- Up to 130 black and blue conference chairs
- Projector, screen and laptop if required
- PA system for background music and wireless microphones for speeches
- Staffed cash and card bar serving a wide range of bottled ales, lagers, wines, spirits and soft drinks

## Available add ons (please enquire for prices):

- Staging for band or DJ
- Up to 6 floor-standing candelabra
- Fairy lights - 4 sets available
- Up to 12 atmospheric LED uplighters
- Load out time (hourly rate)
- Piano tuning

## Planning & Coordination

The NCEM is a DIY-style venue which gives you the freedom and flexibility to plan a celebration unique to you.

We provide viewings and a final handover meeting as part of all packages.

If you feel you need more assistance planning and coordinating your celebration, we highly recommend the invaluable expertise of a Wedding Coordinator. Please contact us for further details and for recommendations.



# Venue Information

## Floor Plans

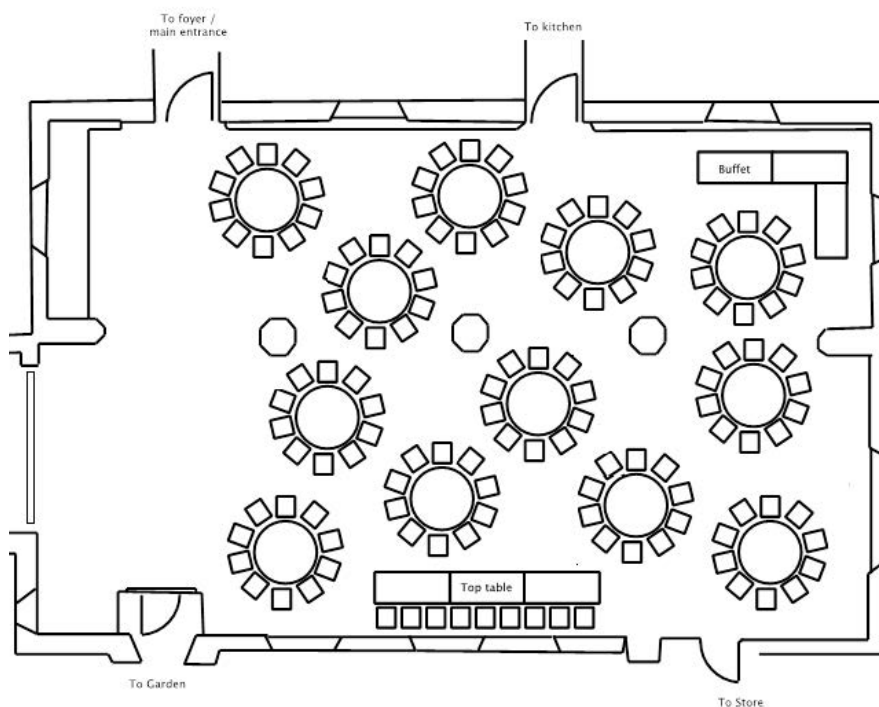
The main room is very flexible, and we will work with you to find the best layout for the number of guests attending your celebration.

*Please note that if you are using the NCEM chairs, it is only possible to fit a maximum of nine around the round tables.*

### Cabaret style with long top table and buffet table

**Capacity: 129**

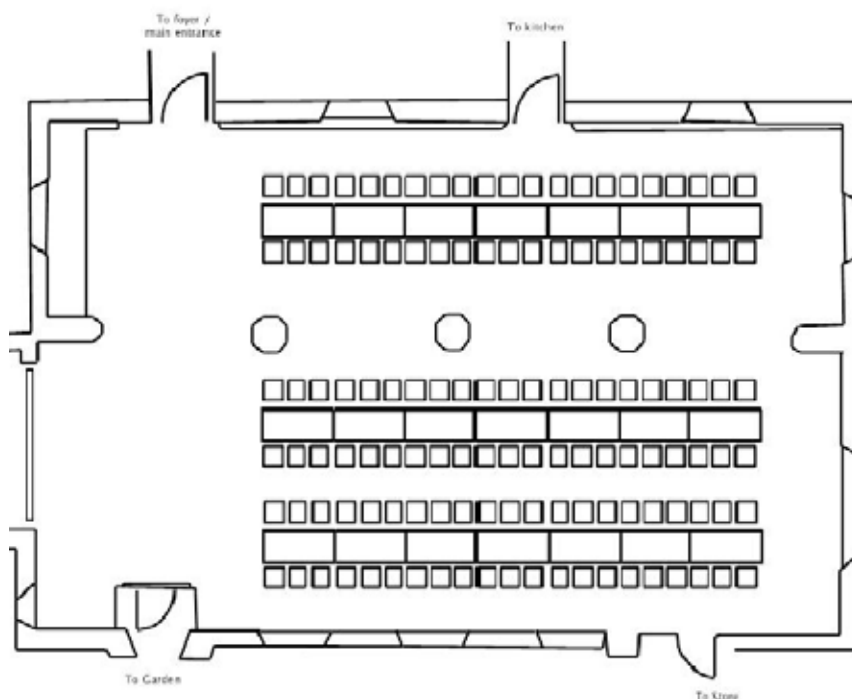
*Please note if using NCEM chairs the maximum capacity is 118.*



### Banquet style tables

**Capacity: 126**

*Please note that the NCEM only has seven 6ft trestle tables available, so you will need to arrange hire of the remaining number required.*

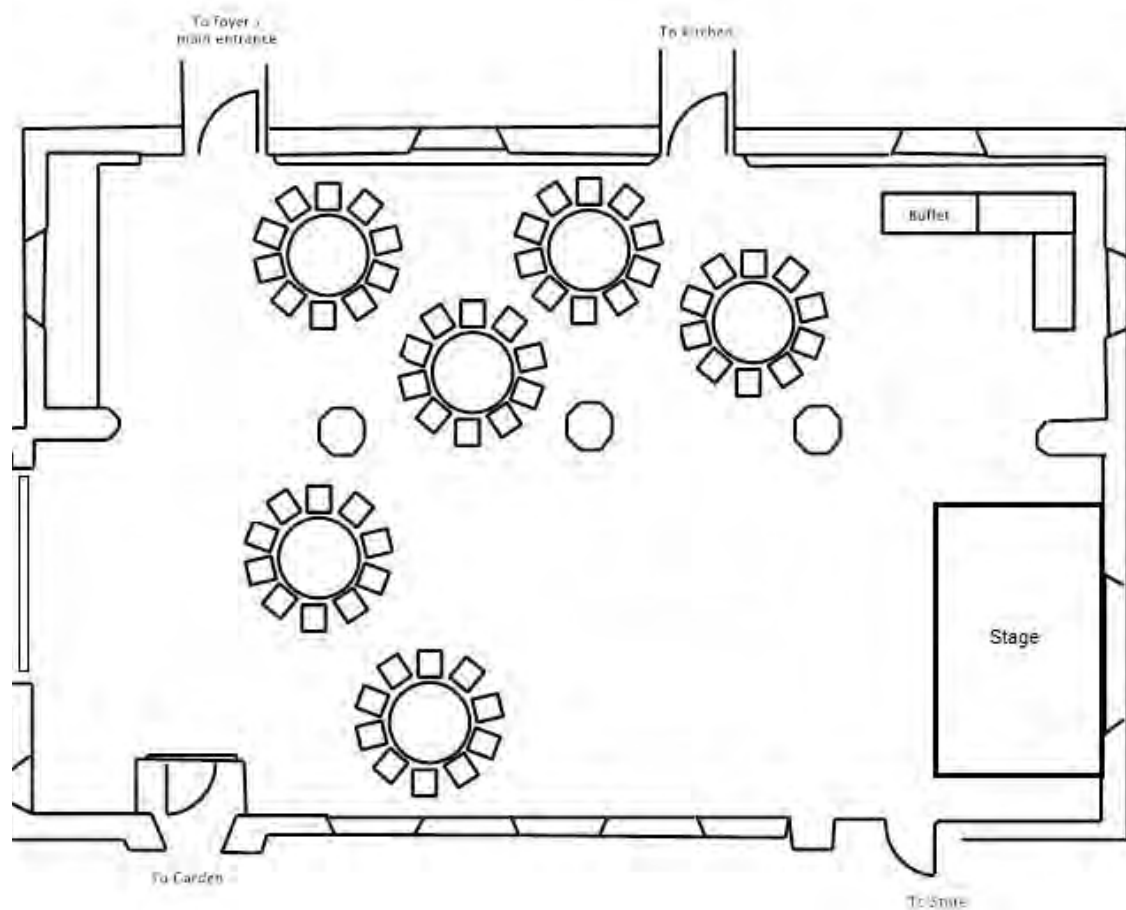




## Evening party with stage and space for dancing

**Capacity: 150**

Staging is an additional charge and has to be set in place before guest arrival.



# Preferred Caterers

## *Bradshaws of York* *Caterers of Distinction*

Bradshaws of York, have been established as a leading Outside and Event Caterer in York and the surrounding area for over 30 years.

We aim to provide the most delicious food, well cooked, beautifully presented, and efficiently served.

We think you'll be surprised by what we can do, and delighted when we work with you to make your occasion a truly memorable one.

If you require any further information, then please do not hesitate to contact us. We look forward to hearing from you.

**Contact:**

Jonathan Maxwell

01904 780 775

[judi@bradshawsyork.com](mailto:judi@bradshawsyork.com)

[www.bradshaws-caterers-york.co.uk](http://www.bradshaws-caterers-york.co.uk)

Unit 3

London Ebor Business Park

Millfield Lane

Nether Poppleton

York YO26 6BP







Our main wedding breakfast options are rustic wooden sharing boards with a range of your choice of BBQ meats, vegetarian and vegan options and sides complimented by a varied range of unique starters, canapes, desserts, and evening street food.

We have an ethos of using the best quality locally & ethically sourced ingredients to create unique & creative menus to suit any occasion. All our food including sauces, rubs, sides and salads are made in house, by us, from scratch, with love.

We provide a flexible service and enjoy working with our couples to make sure they have the perfect menu that suits all their requirements.

**Contact:**

Kate  
07737 397283  
hello@bluescatering.co.uk  
www.bluescatering.co.uk

Unit 4-6  
York  
YO32 9LE

# Preferred Caterers

## P A S T E L L E KITCHEN & EVENTS

Vibrant, seasonal and plentiful food is at the heart of everything we do.

Our food has a Mediterranean feel with lots of charm and creativity.

We keep our menus simple and seasonal but big on flavour and design.

**Contact:**

Nicole Fielding

07805 411530

[info@pastellekitchen.co.uk](mailto:info@pastellekitchen.co.uk)

[www.pastellekitchen.co.uk](http://www.pastellekitchen.co.uk)

22 Livingstone Street

York

YO26 4YJ





# *The Barn Bakery*

We believe food should taste fabulous, but it should also look amazing. With the addition of fresh flowers, foliage and props, the whole look comes together and makes for a fabulous, indulgent feast that your guests will love!

Sourcing our food locally wherever possible, we strive to create delicious food that is both ethical and sustainable.

We love nothing more than to talk through your event with you to make sure we create exactly what you are looking for.

**Contact:**

Lindsey Green

07951 544893

[info@thebarnbakery.co.uk](mailto:info@thebarnbakery.co.uk)

[www.thebarnbakery.co.uk](http://www.thebarnbakery.co.uk)

The Barn Bakery

Oakdene

Catterton

LS24 8DH

# 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 London Kings Cross, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.

The main 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 sides of the building.

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 palantypists 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 six car parking spaces available for you to use in the venue car park, these include two disabled spaces, however this must include parking for ALL suppliers where required.

The closest car park to the NCEM is Peel Street, which is approximately a four-minute walk away and there is on street parking available on Percy's Lane from 6pm.

You can find more information on local parking at [www.parkopedia.co.uk](http://www.parkopedia.co.uk)



# Recommended Suppliers

The National Centre for Early Music works with several trusted organisations who are familiar with our Grade One listed building and offer an excellent service.

Additional information is required from you should you decide to use a different supplier to those listed below.

## Photographers

### Jim Poyner

jimpoyner@gmail.com  
www.jimpoyner.co.uk

### Matthew Kitchenn

07878 308714

matt@matthewkitchenphotography.co.uk  
www.matthewkitchenphotography.co.uk

### Alice Lodge

07586 309181

info@alicelodgephotography.com  
www.alicelodgephotography.com

### Louise Pawsonn

07788163042

info@foxtailphotography.co.uk  
www.foxtailphotography.co.uk

### Carys B Photography

07487823065

@carysbphotography  
www.carysbulmer.com

## Florists

### Fleur Adamo

Katherine: 07814 046899

fleuradamo@gmail.com  
www.fleuradamo.co.uk

### Lottie Roberts

Nicola: 07989 713742

info@lottierobertsflowers.com  
www.lottierobertsflowers.com

## Furniture and Accessory Hire

### Your Marquee (Chairs & Furniture)

01904 468 073

info@your-marquee.co.uk  
www.your-marquee.co.uk

### Black Event Furniture Hire

01347 878838

Cathy Bowman  
cathy@eventfurniture.com  
www.eventfurniture.com

## Event Styling

### Wedding Venue Lighting

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

### Where the Ribbon Ends

07850 416505

wheretheribbonends@gmail.com  
www.wheretheribbonends.com

### Kind Cake (vegan)

07941959950

yummy@kindcake.co  
www.kindcake.co

### York Cakes

07791 701374

kate@YORKCakes.co.uk  
www.yorkcakes.co.uk

### Love Cheese

01904 622967

hello@lovecheese.co.uk  
www.lovecheese.co.uk

## Accommodation

We have deals available for couples & guests with the following local hotels:

### Hotel Indigo

88-96 Walmgate

York YO1 9TL

01904 231333

www.hotelindigoyork.co.uk

### Novotel York Centre

Fishergate

York YO10 4FD

0113 3969004

All rate information and how to book will be sent to you after confirming your booking with us.



WELCOME

TO OUR

WEDDING



# Music and Recommended Musicians

As a well-established arts venue, the NCEM provides the perfect setting for musical activities of any genre, both live and recorded.

The NCEM has a Bösendorfer grand piano included in all packages for use by a professional pianist.

The Church is equipped with a simple sound system, suitable for background music from a phone, laptop or CD player. Please note that this system is not designed for DJs or live bands, who will need to provide appropriate amplification.

Bands and DJs perform under the East window and the NCEM can provide suitable staging if required. We are only able to provide static stage lighting.

Music is licensed until 23.00.

**We recommend the following individuals, ensembles and dance bands:**



## Jazz/Popular/ Classical

**Nicky Losseff** -  
Pianistnickylosseff.com

### Mr Swing's Dance Orchestra

Matthew Hardy  
07775 615151  
matthew\_hardy1@hotmail.com  
www.swingbanduk.com

### New York Brass Band

James Lancaster  
lancasterjazz5@aol.com  
www.newyorkbrassband.co.uk

### Undercoveredd

07969 223399  
undercovereddband@mail.com  
www.undercovered.co.uk

## Harpists

**Sarah Dean**  
07963 792504  
pluckybutterfly@yahoo.co.uk  
www.sarahdeanmusic.com

## Ceilidh Bands

### Hot Not Bothered

Mike Tavener  
07984 393441  
info@hotnotbothered.co.uk  
www.hotnotbothered.co.uk

### Fiddlers Wreck

Michael Jary  
07866 514759  
ceilidh@fiddlerswreck.co.uk  
www.fiddlerswreck.co.uk

## DJs

### Club Class Entertainment

01904 378370  
clubclassuk.com

### NSC Entertainment

07846 053669  
www.nscertainment.co.uk

A bride and groom are walking hand-in-hand on a stone path in front of a large, ornate stone archway. The bride is wearing a long, white, flowing dress with a V-neckline and short sleeves. The groom is wearing a dark suit, a light-colored shirt, and a patterned tie, with a yellow boutonniere on his lapel. They are both smiling and looking at each other. The background is a stone wall with several arches, suggesting a church or historical building.

If you have any queries or would like to book a viewing, get in touch!

For more information about the NCEM visit [www.ncem.co.uk](http://www.ncem.co.uk)

## Contact

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01904 632220  
[events@ncem.co.uk](mailto:events@ncem.co.uk)  
[www.ncem.co.uk/weddings](http://www.ncem.co.uk/weddings)

Registered charity no: 1068331

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