

CONFERENCES & MEETINGS



Venue Hire Information Pack

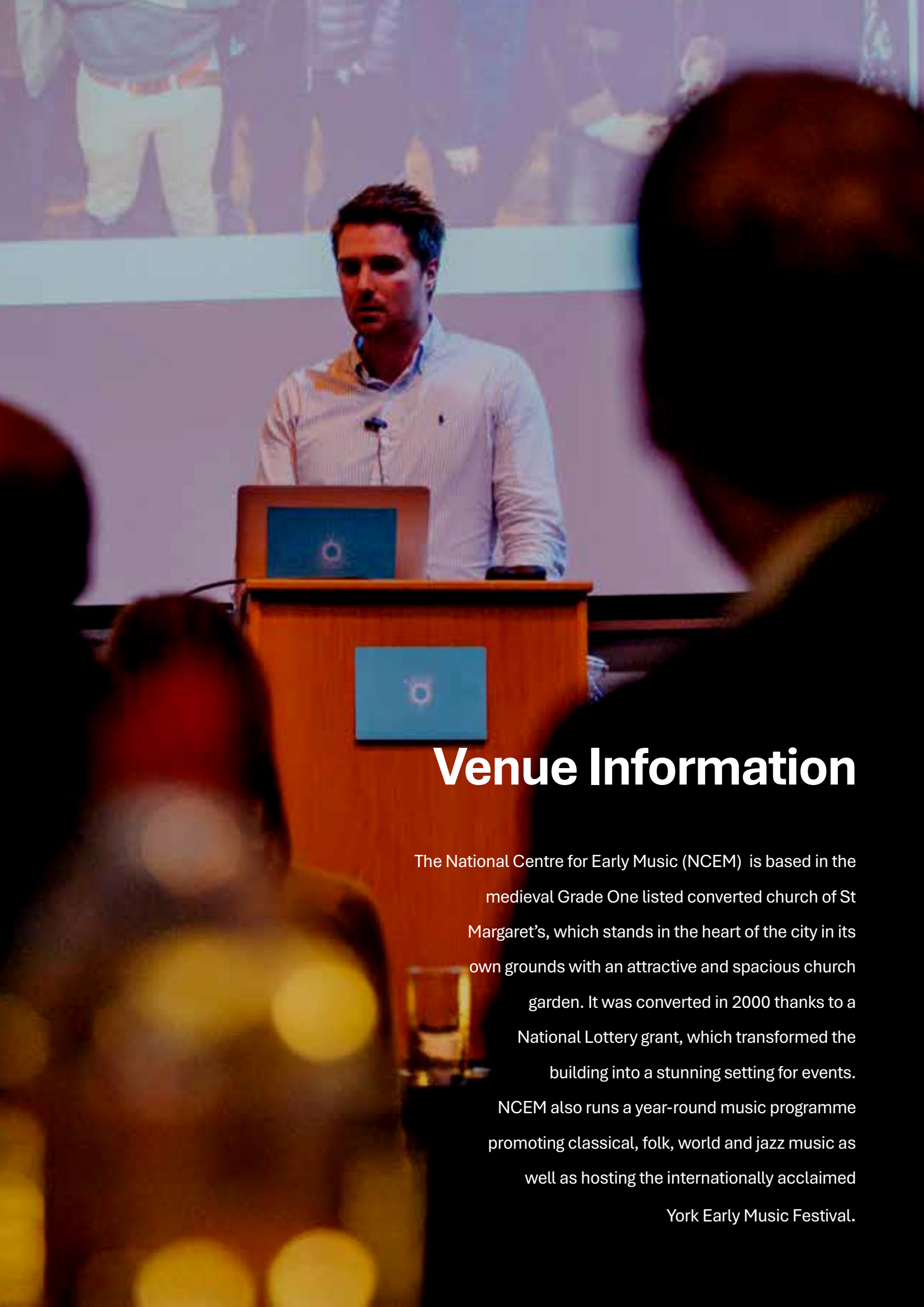
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Venue Information

The National Centre for Early Music (NCEM) 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. 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 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 five car parking spaces available for organisers to use in the venue car park. These include two disabled spaces, however this must include parking for your delegates or suppliers if required. The closest car park for to NCEM for delegates is Peel Street, which is approximately a four-minute walk away.

To find out more about local parking go to www.parkopedia.co.uk

Access

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.

NCEM has an induction hearing loop installed in the main part of the venue. We can also recommend reputable BSL interpreters or palantypists if required.

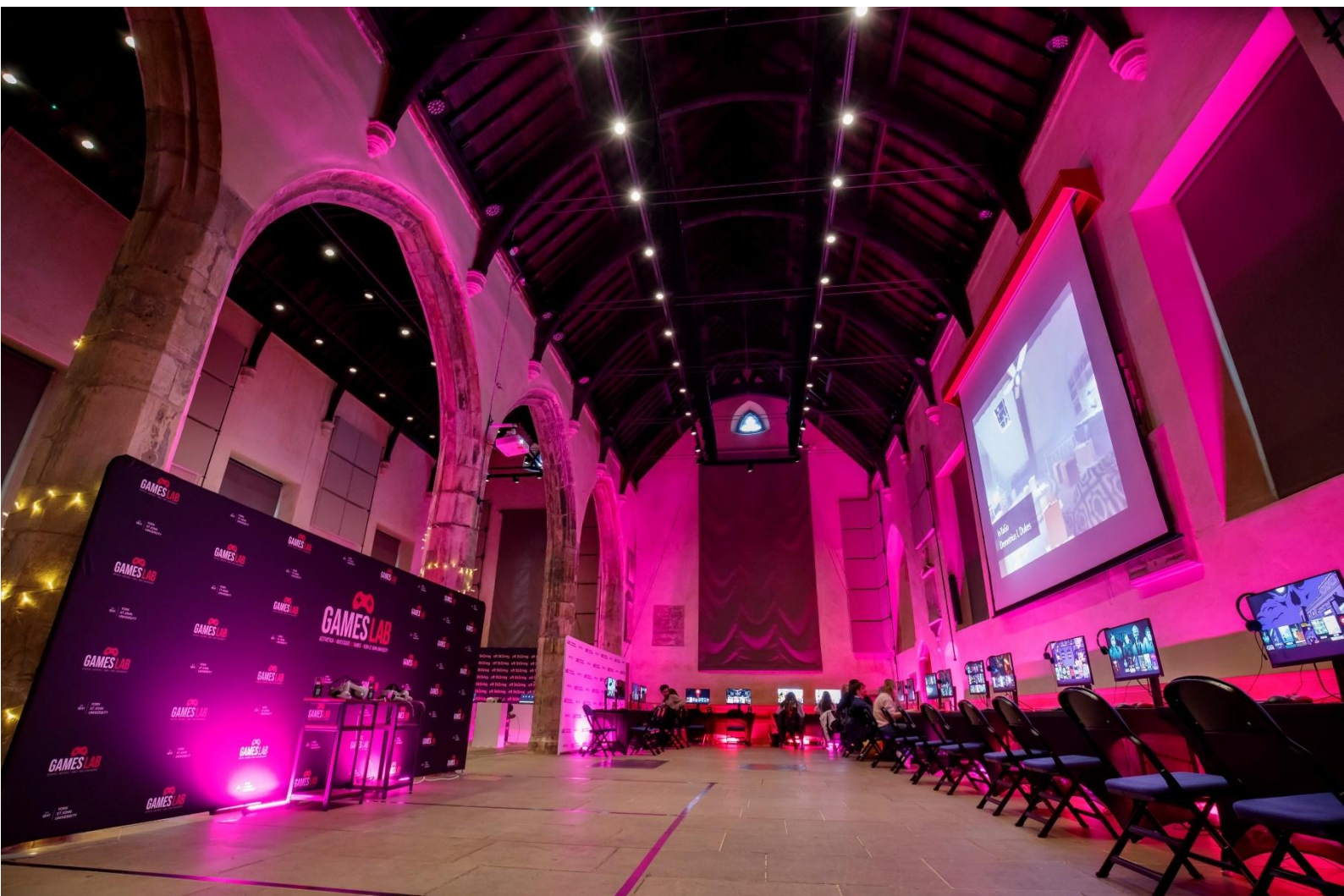
There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on 01904 413121 or Station Taxis on 01904 623332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.



Room Layouts

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





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:** 180
- **Cabaret:** 110
- **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:

- Silent under-floor heating in the Church
- Lighting – including stage lighting
- Complimentary high speed Wi-Fi throughout the building
- Excellent acoustics for music and speech
- Hearing loop
- Reception area
- Black-out facilities in the Church
- Up to 13 x 5ft round tables with blue tablecloths in the Church
- Up to 6 x 6ft trestle tables with blue tablecloths in the Church
- Garden space

Available for additional charges:

Sound

- PA system with 2 x handheld wireless microphones and 3 x lapel microphones
- AV technician

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 and flipcharts are also available

Staging

- Up to 6m wide and 4m deep

Candelabras & candles

- Up to 6 x floor-standing iron candelabras and candles

Outdoor furniture

- Chairs, café tables and gazebo

Catering Information

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.

Refreshments

- Tea/coffee and biscuits
£2.50 + VAT per person per serving
- Tea/coffee and pastries
£5.00 + VAT per person per serving
- House wine £18.33 + VAT per bottle
- Prosecco £20.83 + VAT per bottle
- Orange juice £3.33 + VAT per litre jug
- Still and sparkling mineral water
£4.00 + VAT per 750ml bottle
- Tap water is available free of charge

Cold Finger Buffet 1

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

Hot Buffet

- Moroccan style chicken
- Lemon and coriander cous cous
- Natural yoghurt
- Mixed leaves with tomato & cucumber
- Spiced vegetable tagine (ve)
- Vanilla cheesecake
- Orange juice and 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.



Conference & Meeting Hire Rates

Church Charges

WEEKDAY HIRE:

HALF DAY 9am–1pm / 1pm–5pm £400 + VAT

FULL DAY 9am–5pm £500 + VAT

EVENING 5pm–11pm £600 + VAT

Set-up times outside above hours £100 + VAT per hour

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

WEEKEND HIRE:

£700 + VAT

Meeting Room & Green Room Charges

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

HALF DAY 9am–1pm / 1pm–5pm £150 + VAT

FULL DAY 9am–5pm £225 + VAT

EVENING 5pm–11pm £275 + VAT

Additional Charges

Microphone £35 + VAT per microphone

Projector and screen £110 + VAT per day

Flipchart and pens £10 + VAT per flipchart

Staging £50 + VAT

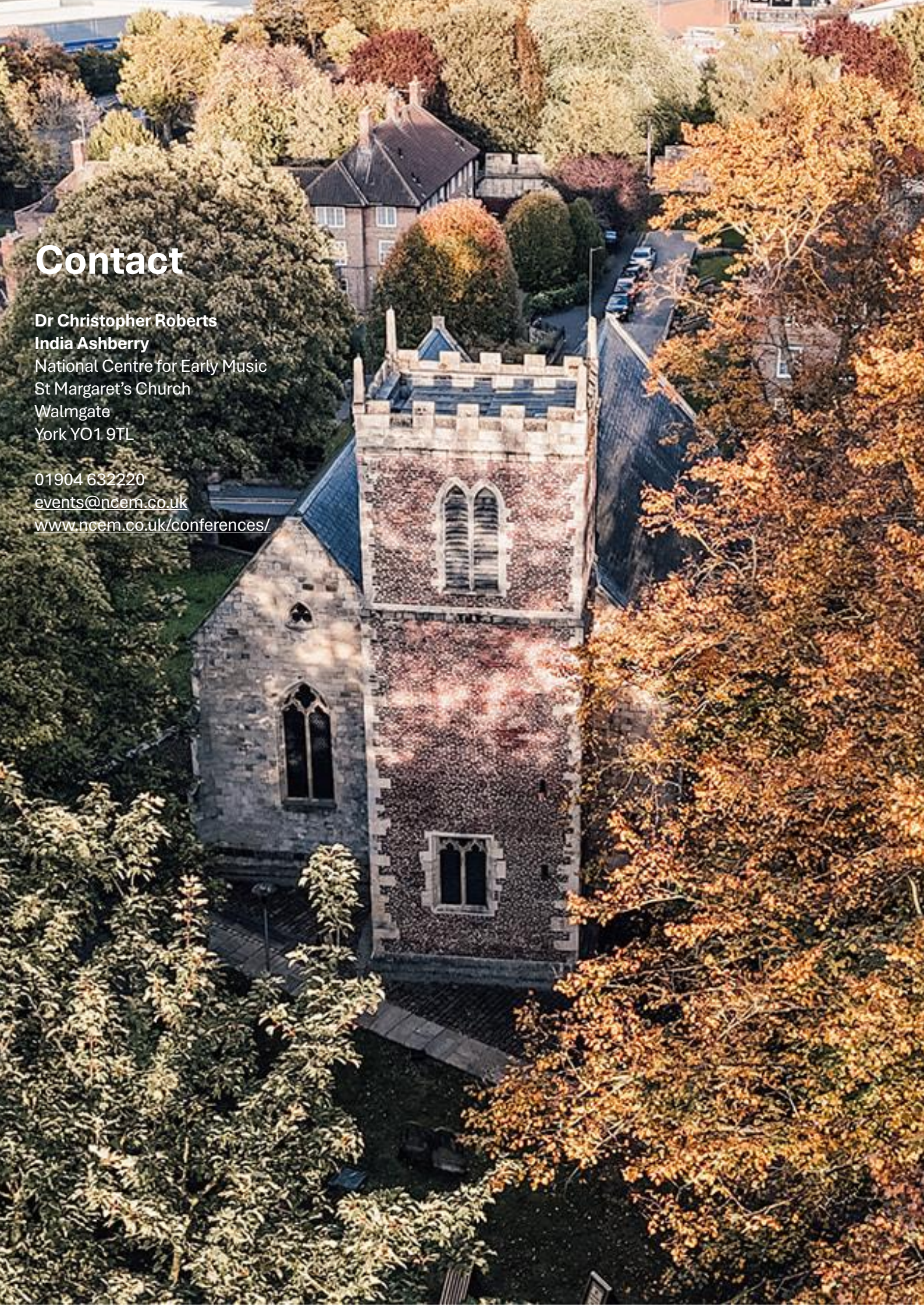
Candelabra £40 + VAT per candelabra

AV Technician Please contact us to discuss your requirements

White Tablecloths Please contact us to discuss your requirements

Outdoor Furniture Please contact us to discuss your requirements





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