

CONFERENCES



CONFERENCE HIRE INFORMATION PACK

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Contact Details

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

T: (01904) 632220

E: events@ncem.co.uk

W: hire.ncem.co.uk



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 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.

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**.

See 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

Facilities Included in hire:

- Heating – under-floor heating in the church
- Staging – up to 4m wide and 3m deep
- Lighting – including stage lighting
- High speed WiFi throughout the building
- Excellent acoustics for music and speech
- Hearing Loop – please ask for more details
- Reception area
- Black Out Facilities in the Main Church
- Candelabras and candles
- Garden Space

Available for additional charges

Sound*

- state-of-the-art PA system
- 1 hand held wireless microphone
- 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
- laptop is also available

*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 a variety of other requirements. Please see our set menus below or enquire for other catering information.

Cold Finger Buffet 1 £14.00 plus Vat per person

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

Cold Finger Buffet 2 £11.50 plus Vat per person

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

Cold Finger Buffet 3 £9.00 plus Vat per person

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

Hot Fork Buffet £23.00 plus Vat per person

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

PLEASE NOTE: If you would like to choose the specific items for the finger buffet then there will be an additional £1 + VAT charge per person. Please ask for the current buffet menu options.

Bespoke Evening Menus

Our dedicated caterers at Bradshaws can offer bespoke Evening Menus to suite any evening occasion. Upon securing a date for your event, we suggest that you contact Bradshaws directly to discuss your specific requirements.

Bradshaws of York
Unit 3
London Ebor Business Park
Millfield Lane
Nether Poppleton
York YO26 6BP

Drinks

Tea/coffee and biscuits per serving
£1.95 + VAT

Tea/coffee and pastries per serving
£3.50 + VAT

Red or White House Wine per bottle £ 14.58 + VAT

Prosecco per bottle £16.67 + VAT
Orange Juice per litre £3.50 + VAT
Still and Sparkling Mineral Water per litre £3.50 + VAT

CONFERENCE HIRE RATES

Church Charges

Monday – Friday

HALF DAY	8am – 1pm / 1pm – 6pm	£200.00
FULL DAY	8am – 6pm	£350.00
EVENING	6pm – 10pm*	£350.00

Weekend

HALF DAY	10am – 2pm / 2pm – 6pm	£300.00
FULL DAY	10am – 6pm	£400.00
SATURDAY EVENING	6pm – 11pm*	£450.00
SUNDAY EVENING	6pm – 11pm*	£500.00

Set-up times (outside above hours) £100.00 per hour

*access from 4pm may be arranged if available

Meeting Room and Green Room Charges

Monday – Friday

HALF DAY	8am – 1pm / 1pm – 6pm	£75.00
FULL DAY	8am – 6pm	£150.00
EVENING	6pm – 11pm	£200.00

Contact Details

Hannah Witcomb & Emily Lynn

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