

HALL HIRE FOR PRIVATE EVENTS

The Landmark Arts Centre is located within a Grade II* Listed building offering a unique setting for your special celebration.

We are a busy community Arts Centre and an independent charity offering a wide range of activities and events for local residents and visitors. Booking the Landmark Arts Centre for your private event actively supports our cultural activities and the preservation of our splendid building.



WHAT'S INCLUDED:

- Use of the building on the day of your event from 11.00am to midnight
- Access from 10.00am to 12 noon the following morning for your suppliers to pick up equipment.
- Use of Landmark rectangular trestle tables and chairs if required
- Use of our Bell Room, bar and kitchen area
- A small stand-alone 100 watt PA suitable for speeches and announcements
- Music system on stage area for use of background music during meal
- One fridge and a freezer in kitchen, three chiller cabinets in bar area. Use of till behind bar for alcohol sales if required.
- Maximum number of seated guests: 250
- Maximum capacity including suppliers and staff: 300

- Our Duty Manager and security personnel will be present throughout your event. Clients are required to remove all equipment and decorations brought in for their event, but cleaning of the building before and after the event will be carried out by the Centre's cleaning contractors.
- Alcohol is permitted under the Landmark license (including the sale of alcohol). The bar must stop serving by 11.30pm. However, if alcohol is being sold, no sales must take place after 11.00pm. A license extension may be applied for from the local council for alcohol sales from 11.00pm-11.30pm. We regret that no drinks can be taken outside the Centre.
- Music may be played until 11.30pm and all guests must be off site by midnight.

PRIVATE EVENT HIRE FEE: £3,200.00

A non- refundable deposit of £800 is required to secure the booking

- Includes use of the Main Hall, Stage, Bell Room and Kitchen.
- We currently accept bookings for private events on Saturdays only.
- There are no corkage or VAT charges.
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CURRENT INCLUSIVE FACILITIES

The following equipment belonging to the Landmark Arts Centre can be used for your event and are included within the hire cost:

- 250 black upholstered chairs
- 15 6' x 2'6" and 24 3'9" x 2' rectangular tables suitable for caterers/guest seating/buffet service/decorative purposes
- A small stand-alone 100 watt PA suitable for speeches and announcements
- Music system on stage area for use of background music during meal
- One fridge and a freezer in kitchen, two chiller cabinets and one fridge in bar area. Use of till behind bar.

CATERING – MUSIC – DRINKS – EVENT DECORATIONS

The freedom to choose your own suppliers

Unlike many venues, at the Landmark you choose your own companies to supply the services you will need for your reception, subject to their technical requirements being suitable for the historic nature of the Landmark Arts Centre building.

For your convenience we can provide references for suppliers used by some previous clients, once you have booked the venue. We understand from our clients that they were happy with their services and that the companies worked to a high standard. You are welcome to consult these references if you wish, although we are unable to accept responsibility for the quality of any suppliers you may engage or to be involved in any negotiations or event planning with these companies.

For further information or to arrange a viewing, please contact:

ARTS CENTRE ADMINISTRATOR

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PHOTO GALLERY

We hope these photos give you a flavour of our amazing venue and the different looks that can be achieved for your event.



