

# LANDMARK TRADING LTD

Ferry Road, Teddington TW11 9NN  
www.landmarkartscentre.org  
020 8977 7558  
info@landmarkartscentre.org

## HALL HIRE FOR PRIVATE EVENTS

The Landmark Arts Centre lives in a Grade II listed building which was formerly the Church of St Alban the Martyr and contributes to the cultural and social life of Teddington, Richmond and Kingston, offering a diverse programme that draws audiences from across the region and, offers a unique setting for your special celebration.

Booking the Landmark Arts Centre for your private event actively supports our cultural activities and the preservation of our amazing Grade II listed building.

### INCLUDED IN THE COST OF PRIVATE HIRE EVENTS

- Use of the building on the day of your event from 11.00am to midnight.
- Access from 10.00 am to 12.00 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 and kitchen area. There is a small Studio on request only.
- The Landmark will staff and run the bar. Bar packages are available on request.
- Maximum number of seated guests: 200.
- Maximum capacity including suppliers and staff: 250.
- Our Duty Manager and security personnel will be present throughout your event.
- You are required to remove all equipment and decorations brought in for your event.
- Cleaning of the building before and after the event will be carried out by the Centre's cleaning contractors.
- Music may be played until 11.30pm, all guests and suppliers must be off site by midnight.

**PRIVATE EVENT HIRE FEE: £4,000.00 + vat**

**A 25% non- refundable deposit of £1,000 is required to secure your booking.**

**A £500 refundable damage deposit is required before the event.**

**The balance is due 2 months before the date of your event.**

## **CURRENT INCLUSIVE FACILITIES**

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

- **250** black upholstered chairs.
- **15** 6' x 2'6" rectangular tables suitable for caterers/guest seating/buffet service/decorative purposes .
- A small stand-alone 100 watt PA/Microphone suitable for speeches and announcements.
- Music system for the use of background music.
- One fridge and a freezer in kitchen.

## **CATERING – MUSIC – 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. 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.

All catering and electronic equipment brought into the venue must be PAT tested to a current standard.

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

**THE ADMINISTRATOR**  
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