

Venue Hire at the Shipley Art Gallery

The art of fine events

Originally built to house the art collection of Joseph Shipley, the Shipley Art Gallery is an architectural jewel in the heart of Gateshead. The gallery is an excellent example of Edwardian architecture, which would add grandeur, and a sense of occasion to a range of corporate and private events.

Rooms

The main gallery and side galleries

The elegant main gallery houses a variety of permanent and temporary exhibitions and, along with the adjoining Designs for Life and beautiful side galleries, provides a spacious, alternative location for a variety of PR events, functions, dinners and concerts. The main gallery and side galleries can be booked exclusively for a range of events from **6pm – 11pm, Tuesday - Saturday.**

Contact us

For more information about hiring the Shipley Art Gallery for evening corporate events, please contact us:

Tel: (0191) 277 2151

Email: leann.hay@live.co.uk

Capacity guide:

	Reception	Theatre	Cabaret	Dinner	Reception/buffet
Whole gallery	120	120	48	60	120



The main gallery and side galleries



Shipley Workshop



Shipley Lounge

Shipley Workshop

The Shipley has a fully equipped workshop/learning room, which is available for daytime hire. This room is an ideal location for a variety of meetings, training sessions or practical activities such as group workshops.

The Workshop can be booked from **10am – 4pm Tuesday to Friday**, and **10am – 5pm on Saturday**

Shipley Lounge

We offer a lovely room with wooden flooring and lots of natural light, with tables, chairs, sofas and floor cushions set up as you wish.

The lounge is available from **10am – 4pm Tuesday to Friday**, and **10am – 5pm on Saturday**.

Capacity guide:

	Board room	Theatre	Standing
Workshop 42.7sqm	20	25	35
Lounge	6	15	30

Contact us

For more information about hiring the Shipley workshop or Lounge please contact us:

Tel: (0191) 477 1495

Email: info@shipey.org.uk

Booking is essential and subject to availability.

Children's Parties

The Shipley lounge is available to hire for kids' parties. We offer a lovely room with wooden flooring and lots of natural light, with tables, chairs, sofas and floor cushions set up as you wish.

We have cinema facilities to screen your favourite movie or your own film / photo slide show of the birthday child! We also have a CD player which can be used at no extra cost. You just need to bring your own decorations, food and entertainment.

Budding artists can make use of our art trolley of pens, paper, crayons etc. and a range of exhibitions are ready to explore using our family-friendly trails.

And for older children, there's a playing field just outside – ideal for outdoor games!

We've got a well-stocked gift shop with toys at pocket money prices, ideal for party bags. There are toilets with baby change facilities and step-free access, ideal for buggies. Space outside for a 'party bus' to park, if you are looking for somewhere to hold a mobile soft play party.

Cost:

1.5 hours: £15

2 hours: £20

After 2 hours, hire rate goes down to just £5 per hour.

Free set up / take down time either side of the booking.

The lounge is available **10am – 4pm Tuesday to Friday**, and **10am – 5pm on Saturday**. Booking is essential and subject to availability. Maximum capacity is twenty children.

To discuss your requirements please contact Hannah Mackay-Jackson on (0191) 477 1495 or email:

Hannah.Mackay-Jackson@twmuseums.org.uk

Important information

We are licensed to permit live and recorded music until 11pm. Should you provide your own equipment or entertainment, a copy of your supplier's liability insurance certificate for up to £5 million is required prior to arrival along with PAT certificates.

We have PA system and 2 free standing speakers on site - The master speaker has volume controls, CD player and can have an mp3 player/iPhone plugged into it. Please ask a member of staff for more details.

Strictly no naked flames in the gallery.

The gallery cannot remove any exhibits or change lighting due to the exhibitions on display. The Shipley gallery may be able to accommodate a little more decoration than we would usually expect such as free standing or table top floral displays. This can be arranged with gallery management.

We advise that you book a viewing of the gallery with a member of staff. This gives you the opportunity to ask technical questions about the space and equipment.

Limited free parking is available outside of the gallery.

Catering information

Food Catering

We do not have kitchen facilities on site at the Shipley Art Gallery, this means that we can only permit approved caterers to cook and prepare food on the premises using their own equipment.

Sodexo Prestige can supply a range of soft drinks, alcoholic drinks, cold canapés and cold buffet food. They can also supply a cash bar. Please ask for prices and additional information.

Epicurus Catering and Events can provide a range of soft drinks, alcoholic drinks, hot and cold buffet food. They can also supply a cash bar. For hot food requests Epicurus can provide kitchen facilities at the Shipley at an addition charge to their menu. You can find out more information about Epicurus by visiting their website. <http://www.epicurus.co.uk/>

If you do wish to use a different caterer then please let us know as we will need to arrange a pre event site visit with your chosen catering company.

Alcohol and other drinks

If you are planning to offer a bar at your event where cash changes hands, you will need a license to permit the sale of alcohol. As both *Sodexo Prestige* and *Epicurus catering and Events* are licensed to sell alcohol, they are the only caterers approved by the Shipley to sell alcohol and other drinks on the premises.

Please note that to ensure the care of our collection, no red or rosé wine can be consumed in the Gallery.

Please note that no linen, crockery, cutlery or glassware will be provided by the Shipley Art Gallery.