

### **Weddings ceremonies at the Shipley Art Gallery**

This fine example of Edwardian architecture houses a variety of beautiful art, design and crafts which would make a stunning backdrop to your celebration. You can choose from one of four galleries for your ceremony. We also have a variety of wedding packages to choose from.

#### **Gallery A**

A stunning setting with original features, wooden floors and grand piano. The gallery shows a range of temporary exhibitions throughout the year. On permanent display is an outstanding painting by the Venetian artist Jacopo Robusti Tintoretto (1518-1594), 'Christ Washing the Disciples Feet' was originally painted for the church of San Marcuolo in Venice, eventually given to St Nicholas' Cathedral in Newcastle and purchased by Tyne & Wear Museums in 1986.

*Ceremony only for up to 120 guests, £600 +vat*

#### **Gallery B**

This gallery offers an exhibition of objects from Saltwell Park Museum's collection. This new display will create a unique setting for your ceremony, it features glassware and ceramics, taxidermy, bird eggs, insects, minerals, fossils and geology.

*Standing ceremony only for up to 20 guests, £400 +vat*

#### **Gallery C**

A stunning smaller gallery with original features and wooden floors. The gallery shows a range of temporary exhibitions throughout the year.

*Standing ceremony only for up to 20 guests, £400 +vat*

#### **Shipley Lounge**

We offer a lovely room with wooden flooring and lots of natural light. The space is 35sqm without the bay window.

*Ceremony only for up to 12 guests, £200 +vat*

All ceremony hire includes chairs, registrar tables, speakers and PA system. A red carpet is included in the hire fee of Gallery A.

Ceremony only venue hire is available from Tuesday to Saturday between the times of 11am - 4pm, for a hire time of two hours.

*Only gallery A is available for Sunday ceremonies for the price of £750 +vat.*



**Gallery A**



**Gallery B**



**Lounge**

**We suggest that the galleries can be used in the following ways:**

**Ceremony in Gallery A**

Up to 120 guests

Standing reception in galleries A, B and C

Includes red carpet, ceremony chairs, registrar table, speakers and PA system

Three hour venue hire between the times of 11am – 5pm

*Cost of venue hire £650 +vat from Tuesday – Saturday*

*Cost of venue hire £850 +vat on Sunday*

*Reception drink prices*

*White wine £4 +vat per glass*

*Sparkling wine £4 +vat per glass*

*Minimum drinks order of £100 +vat*

**Standing ceremony in Gallery B or C**

Up to 20 guests

Standing reception in gallery B, C or Shipley lounge

Includes ceremony chairs, registrar table, speakers and PA system

Three hour venue hire between the times of 11am – 5pm

*Cost of venue hire £500 +vat from Tuesday – Saturday*

*Reception drinks prices*

*White wine £4 +vat per glass*

*Sparkling wine £4 +vat per glass*

*Minimum drinks order of £100 +vat*

**Ceremony in Gallery A**

**Standing reception in galleries B and C**

**Wedding breakfast in Gallery A**

40 - 50 guests

Includes red carpet, chairs, round tables, registrar table, speakers, PA system and event security

Seven hour venue hire between the times of 11am – 10pm

*Cost of venue hire £1620 +vat from Tuesday – Saturday*

*Cost of venue hire £1720 +vat on Sunday*

Catering providers - Epicurus

Their brochure available upon request. Drinks prices, menu prices and all additional charges are detailed in the brochure.

**Reception in Gallery A for up to 120 guests.**

Your hire will include chairs, buffet tables, speakers, and PA system.

*You will receive exclusive hire of the gallery for your special event from 6pm – 11pm. The cost of venue hire is £1320 +vat from Tuesday – Saturday.*

For information about reception drinks and catering please see ‘Catering information’.

### **Important information**

You must book your own registrar, the registrar's fee is not included in your venue hire fee. You can book a registrar by calling Tel: 0191 233 3000.

We are licensed to permit live and recorded music until 11pm. All entertainers must produce PLI for 5million one week before your event.

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 of 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.

Please be aware that if you choose to have both your wedding ceremony and wedding breakfast in Gallery A, there will be some noise and disruption when the room is being changed from a ceremony layout to a dining layout.

### **Catering information**

#### **Alcohol and other drinks**

We do not allow you bring along and serve your own drinks on the premises. All drinks must be purchased by one of our approved caterers *Sodexo Prestige* or *Epicurus Catering and Events*.

If you are planning to offer a bar at your wedding where cash changes hands, you will need a license to permit the sale of alcohol. As both *Sodexo Prestige* and *Epicurus* 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 contact us for our list of gallery friendly drinks.

#### **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 with their own equipment. Our approved caterers are *Sodexo Prestige* and *Epicurus Catering and Event*.

*Sodexo Prestige* can supply a range of soft drinks, alcoholic drinks, cold canapés and cold buffet food. They can also supply a cash bar at a fee of £100 +vat. This fee will not be charged if cash bar sales reach or exceed £100 +vat. Please contact us for additional information.

*Epicurus Catering and Events* can provide a range of soft drinks, alcoholic drinks, hot and cold buffet food, and wedding breakfasts. They can also supply a cash bar at an additional charge. For hot food requests Epicurus can provide kitchen facilities at the Shipley at an addition charge to their menu. All information about menu costs and additional fees can be found in their brochure. Please contact us to request a brochure.

We require catering information and guest numbers to be communicated to a member of staff eight weeks before the day of your event.

#### **Parking information**

Limited free parking is available outside of the museum. Please speak to a member of staff for more details.

#### **Music at your ceremony**

We have PA system and 2 free standing speakers - The master speaker has volume controls, CD player and can have an mp3 player/iPhone plugged into it. We recommend that your music is controlled by a trusted member of your wedding party. We recommend three tunes, one in, one while signing the register and one out.

#### **Payment information**

We require a deposit of 10% to be paid within two weeks of booking your event. The remaining 90% is required to be paid four weeks before the day of your event.

#### **Capacity guide**

	Ceremony	Drinks Reception – Standing	Dinner – 10 guests per table
Gallery A	120 - Seated	120	50
Gallery B	20 - Standing	25	-
Gallery C	20 - Standing	25	-
Shipley Lounge	12 - Seated	30	-

#### **Contact information**

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Or

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