

The Courtyard garden has been designed to provide a beautiful enclosed green space enticing visitors and is home to our outdoor events and courtyard markets. The Courtyard is ideal for hosting markets, live music, food events, garden parties, gardening workshops amongst many other events.

Event Information

Date of event

Time of event

Arrival time

Time of interval (if relevant)

Time required for breakdown

Event title

Expected number of attendees

Description
of event

Are you booking this
room for a public event? Yes No

Insurance

Please note you are required to have your own
£5m Public Liability Insurance (PLI) cover.
You will be asked for this before the event.

Performing Rights Society

If you are staging/holding an event that contains live music, the event will be subject to PRS. Performing Right Society take a percentage of the gross box office take to pay the original artist for the use of their material. This fee is then re-charged back to the event organiser. All members of PRS are paid when their work is performed, reproduced, used in a film or television. Not all music is subject to PRS, however whenever music is played live at an event it must be recorded on our PRS form.

Hirer Information

Contact person

Company name

Company address

Contact email

Contact telephone number

Nature of business

Invoice details

Complete if different from above

Company name

Contact name

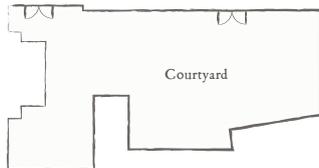
Company address

Company telephone number

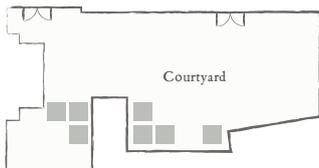
Purchase order number

The Courtyard Capacity & Layout Options

Empty Space



Stalls - 6 max.



Hire cost

£350 + VAT per day

Facilities required

These are included in hire price

- Tables
- Chairs
- Complimentary Wi-Fi

Lunch

Can be provided by GoodRoots;
(who will contact you independently
to arrange)

Request Lunch Quote

Facilities at cost

Gazebo £50+VAT per gazebo
(subject to availability, this
includes set-up and break-
down, minimum of 5 gazebos)

Quantity
Gazebos

Refreshments

Can be provided by
Royal Porcelain Works.
Tea £2.50 pp per set
Coffee £2.50 pp per set

Quantities

Tea
Coffee

Tea and coffee are served from
thermal flasks. Iced water will be
served with tea and coffee.

Corkage

Royal Porcelain Works has a fully
stocked and licensed bar on-site.
However, if you would prefer
to provide your own welcome
drink, we charge a corkage fee
of £10.00+VAT per bottle.



Please complete and return your completed form to
enquiries@royalporcelainworks.co.uk or to discuss your
individual requirements, please call 01905 677399