

The Foyer & Bar are a fantastic addition to compliment the Hall and Courtyard events. With large bright windows and open space, the Foyer is perfect for birthday parties, groups, markets, live music and so much more. With a fully stocked and licenced bar, there is something for everyone.

## 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

The Foyer is a shared space with GoodRoots.  
Therefore the space is not exclusive if hired within  
GoodRoots' opening hours.

## 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

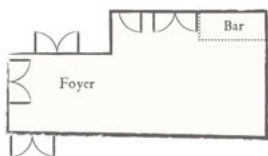
Company address

Company telephone number

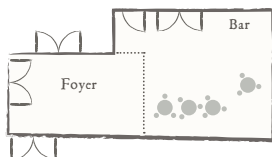
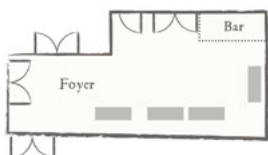
Purchase order number

## The Foyer & Bar Capacity & Layout Options

Empty Space



Stalls - 4 max.



## Facilities required

These are included in hire price

- Tables
- Chairs
- Complimentary Wi-Fi
- Flipcharts/pens
- Screen to display artwork
- Speakers
  - via mobile phone with headphone jack required to connect

## Facilities at cost

- Staffed Bar
  - £10.00+VAT pp, per hour

## Lunch

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

Request Lunch Quote

## Hire cost

Foyer Only: 1/2 day: £80 + VAT  
Full day: £140 + VAT

Foyer & Bar: 1/2 day: £100 + VAT  
Full day: £180 + VAT

Foyer & Bar (when hired with The Hall):  
Full day: £150 + VAT

1/2 day - Less than 4 hours

Full day - Over 4 hours

## 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](mailto:enquiries@royalporcelainworks.co.uk) or to discuss your  
individual requirements, please call 01905 677399

