

The 1852 showroom is at the heart of the Royal Porcelain Works development, refurbished to become 140 seat capacity venue, equipped with the latest audio-visual technology. The Hall is the perfect location for a wide variety of different events, including performance, live music, talks, markets, weddings, birthday parties, conferences and much more!

## 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

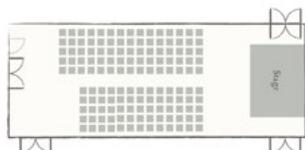
Company address

Company telephone number

Purchase order number

## The Hall Capacity & Layout Options

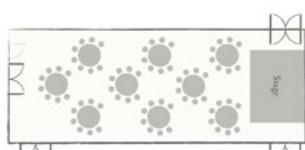
Theatre Style - 140 max.



Banquet - 72 max.



Cabaret - 72 max.



Stalls - 15 stalls max



Conference - 70 max.



Other - Please provide details via email

Total floor space within The Hall: 24ft W / 62ft L

## Staging

No staging

Half stage (16ft W/6ft L)

Full stage (16ft W/12ft L)

## Facilities required

These are included in hire price

5ft Circular tables

6ft Circular tables

6ft Trestle Tables

Chairs

Room set up

Complimentary Wi-Fi

Flip Chart/Pen/Paper

## Facilities at cost

Projector & Screen £70\*

Hand Held Microphone £25

Lapel Microphone £25

Electric Piano £30

Table Cloths £10 each

Lectern £15

\*you will require a laptop with an HDMI port to connect

## Technical

If your event is open to the public and requires sound, lighting, projection or microphone(s) there must be a technician present throughout the event. Royal Porcelain Works does not have an on-site technician, therefore we work with an external company. This is at the cost of the hirer.

AV Technician £150 half day hire (subject to availability)

## Hire cost

Room Hire starts from £250 per day, however final costs will be calculated based on your individual requirements. All prices quoted exclude VAT.

## Lunch

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

Request Lunch Quote

## 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.

## The Event

You must make us aware if your events contain any of the following elements:

Violence

Strong language

Scenes of a sexual nature

Anything that the public should be made aware of, please provide via email.

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