

## **HALL HIRE FOR CHARITY FUNDRAISING RECEPTIONS**

The Landmark Arts Centre is located within a Grade II\* Listed building offering a unique setting for your special charity event.



### **WHAT'S INCLUDED:**

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- Use of the building on the day from 11.00am to midnight
- Access from 10.00am to 12 noon on the morning after the event for your suppliers to pick up equipment.
- Use of Landmark rectangular trestle tables and chairs if required
- Use of our bar and kitchen
- Maximum number of seated guests: 250
- Maximum capacity including suppliers and staff: 300

A Landmark Arts Centre Duty Manager and security personnel will be present throughout your event. Clients are required to remove all equipment and decorations brought in for their event, but cleaning of the building before and after the event will be carried out by the Centre's cleaning contractors.

## **CHARITY FUNDRAISING HIRE FEE: £2,750.00**

Covering the use of the Main Hall, Stage, Bell Room and Kitchen.

There are no corkage or VAT charges.

- We currently accept bookings for private events on Saturdays only.
- Alcohol is permitted under the Landmark license (including the sale of alcohol). Bars must stop serving by 11.30pm. However if alcohol is being sold, no sales must take place after 11.00pm. A license extension may be applied for from the Richmond council for alcohol sales from 11.00pm-11.30pm. We regret that no drinks may be taken outside the Centre.
- Music may be played until 11.30pm and all guests must be off site by midnight.
- We are a local community Arts Centre and an independent charity offering a wide range of activities. Booking the Landmark Arts Centre for your event actively supports our cultural activities and our splendid Grade II\* listed building.



## **CURRENT INCLUSIVE FACILITIES**

The following equipment belonging to the Landmark Arts Centre can be used for your event and are included within the hire cost:

- 250 black upholstered chairs
- 15 6' x 2'6" and 24 3'9" x 2' rectangular tables suitable for caterers/guest seating/buffet service/decorative purposes
- A small stand-alone 100-watt PA suitable for speeches and announcements
- Music system on stage area for use of background music during meal
- Two fridges in kitchen, two chiller cabinets and one fridge in bar area. Use of till behind bar if required.

## **CATERING - MUSIC - DRINKS - EVENT DECORATIONS**

### **The freedom to choose your own suppliers**

Unlike many venues, at the Landmark you are free to choose your own companies to supply the services you will need for your event, subject to their technical requirements being suitable for the historic nature of the Landmark Arts Centre building.

For your inspiration, we host a Wedding Fair each spring at the Landmark Arts Centre where an extensive range of event suppliers exhibit their services.

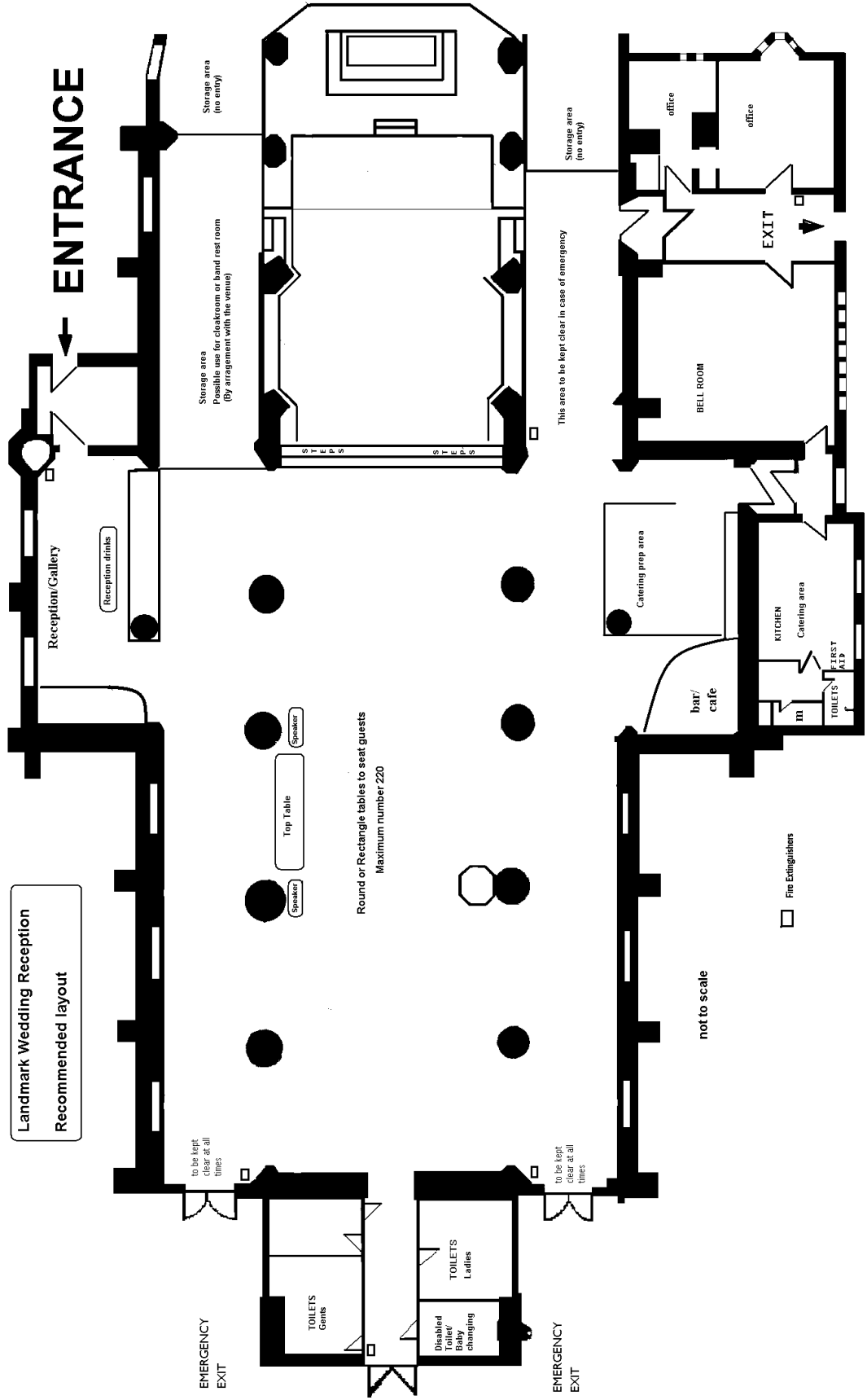
In addition, some previous clients have provided references for suppliers that they used for their event at the Landmark Arts Centre. We understand from our clients that they were happy with their services and that the companies worked to a high standard. We are happy to send you details, but we are unable to accept responsibility for the quality of any suppliers you may engage or to be involved in any negotiations with these companies.

For further information or to arrange a viewing, please contact:

**Wendy Miles**

[wendy@landmarkartscentre.org](mailto:wendy@landmarkartscentre.org)

**020 8977 7558**



Landmark Wedding Reception  
Recommended layout

ENTRANCE

Reception/Gallery

Reception drinks

Storage area  
Possible use for cloakroom or band rest room  
(By arrangement with the venue)

Storage area  
(no entry)

This area to be kept clear in case of emergency

Storage area  
(no entry)

KITCHEN

Catering area

TOILETS  
FIRST AID

IM

not to scale

Fire Extinguishers

Round or Rectangle tables to seat guests  
Maximum number 220

Top Table

Spoken

Spoken

to be kept clear at all times

EMERGENCY EXIT

TOILETS  
Gents

TOILETS  
Ladies

Disabled Toilet/  
Baby changing

to be kept clear at all times

EMERGENCY EXIT

EXIT

office

office

BELL ROOM

bar/  
cafe

Catering prep area





**PHOTO GALLERY**



**PHOTO GALLERY**



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**PLEASE NOTE: In some photographs drapes are visible between the columns. These have now been removed due to health and safety reasons**