

DEGREY  
ROOMS

— AT YORK THEATRE ROYAL —

# Congratulations

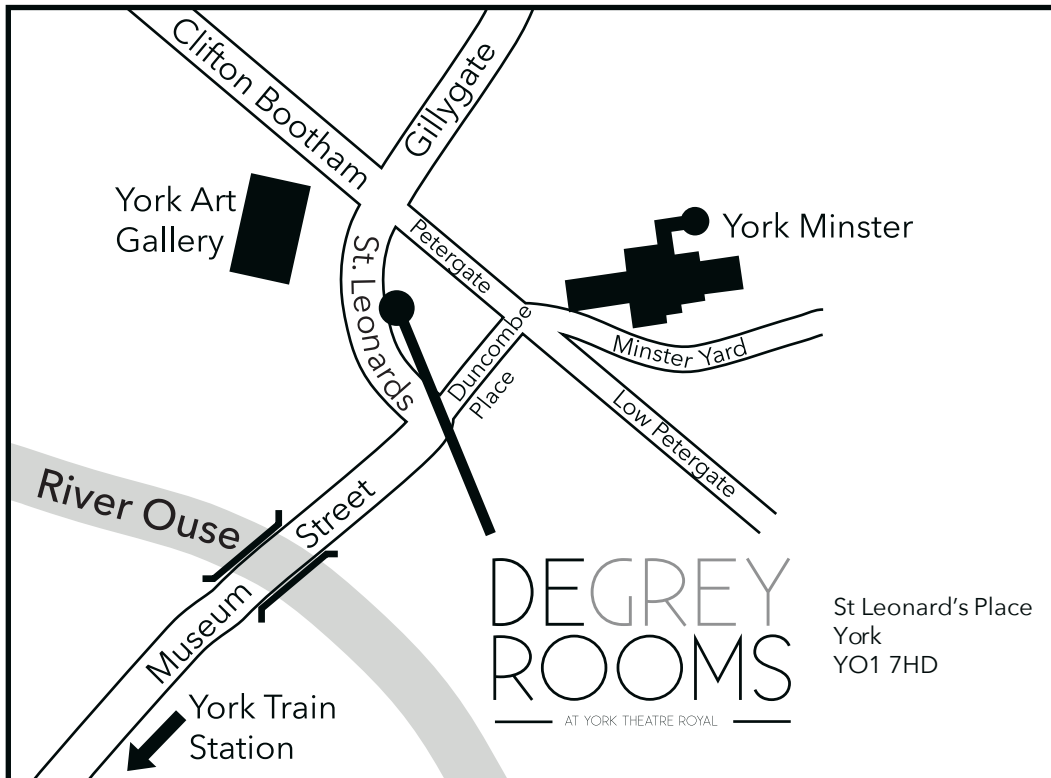
and thank you for considering De Grey Rooms for your Wedding Reception venue. If you have any questions at all, please ask, we are here for you.

## De Grey Events Team

events@yorktheatroyal.co.uk  
01904 715455

degreyrooms.co.uk

De Grey Rooms  
St Leonards Place  
York YO1 7HD



# Planning Your Event

Situated in the centre of York, the De Grey Rooms has the capacity to seat up to 120 for a formal dinner, whilst up to 180 guests can be accommodated for larger parties and buffets.

When planning your wedding our Events Coordinator will be on hand to advise and assist whatever your requirements.

The cost of hiring the Ballroom also includes the use of the staffed Cocktail Bar which is adjacent to the stunning Ballroom. Our cash and card bar offers a range of wines, spirits and beers, with real ale available on request. We work with professional outside caterers to offer a wide range of buffet and formal dining menus.

Your safety is paramount to the events team, and to ensure that your event runs as smoothly as possible we will provide a Duty Manager to oversee the event and also professional and personable door supervisors from F1 Security.

## **Included in your hire:**

- Full use of the Ballroom, Cocktail Bar and Bathrooms
- Staffed Bar which accepts cash and card
- Planning assistance from our dedicated Events Coordinator
- Security provided by F1 security
- Tables:
  - Use of up to 120 x gold and blue banquet chairs
  - Use of up to 4 x 6' length trestle tables
  - Use of up to 12 x 5' round tables
  - Use of up to 18 x 3' round tables
- Champagne flutes, wine glasses or highball glasses for your drinks reception
- Wine and water glasses to dress your tables
- White linen table cloths
- White linen napkins

# Prices

Wedding Reception in  
De Grey Ballroom & Cocktail Bar:

**£1,800 (inc. VAT)**      Full Day\*  
**£1,000 (inc. VAT)**      Evening Only\*\*

Please note that for Sunday/Bank holiday hires,  
there is an additional surcharge of £450 inc. VAT.

For shorter periods of hire, please contact our  
Events Coordinator.

If 6ft round tables are needed to accommodate  
10 people per table there will be an additional  
sur charge of £156.00 inc. VAT.

## **Additional Considerations:**

- Catering for your event (through one of our approved caterers)
- Seat covers – if required
- Table and room decorations
- Entertainment for your occasion

\*1pm - midnight. Can add additional hour for £150 (inc.VAT)

\*\*From 7pm

# Caterers

The following companies cater at the De Grey Rooms regularly for weddings, private and corporate events. It is not obligatory to use a caterer from this list, but clients are strongly advised to do so.

## **Bradshaws of York Ltd**

[bradshaws-caterers-york.co.uk](http://bradshaws-caterers-york.co.uk)

[info@bradshaws-caterers-york.co.uk](mailto:info@bradshaws-caterers-york.co.uk)

01904 780775

Unit 3, London Ebor Business Park

Millfield Lane, Nether Poppleton

York YO26 6PB

## **Nomad Catering by James Brown**

[nomad-catering.co.uk](http://nomad-catering.co.uk)

[James@nomad-catering.co.uk](mailto:James@nomad-catering.co.uk)

01423 210016 | 07940534935

399, Otley Old Road

Cookridge

Leeds LS16 7JZ

## **Origin York**

[originyork.co.uk](http://originyork.co.uk)

[maria@originyork.co.uk](mailto:maria@originyork.co.uk)

07973 509794

27 The Village

Haxby

York YO32 3HS

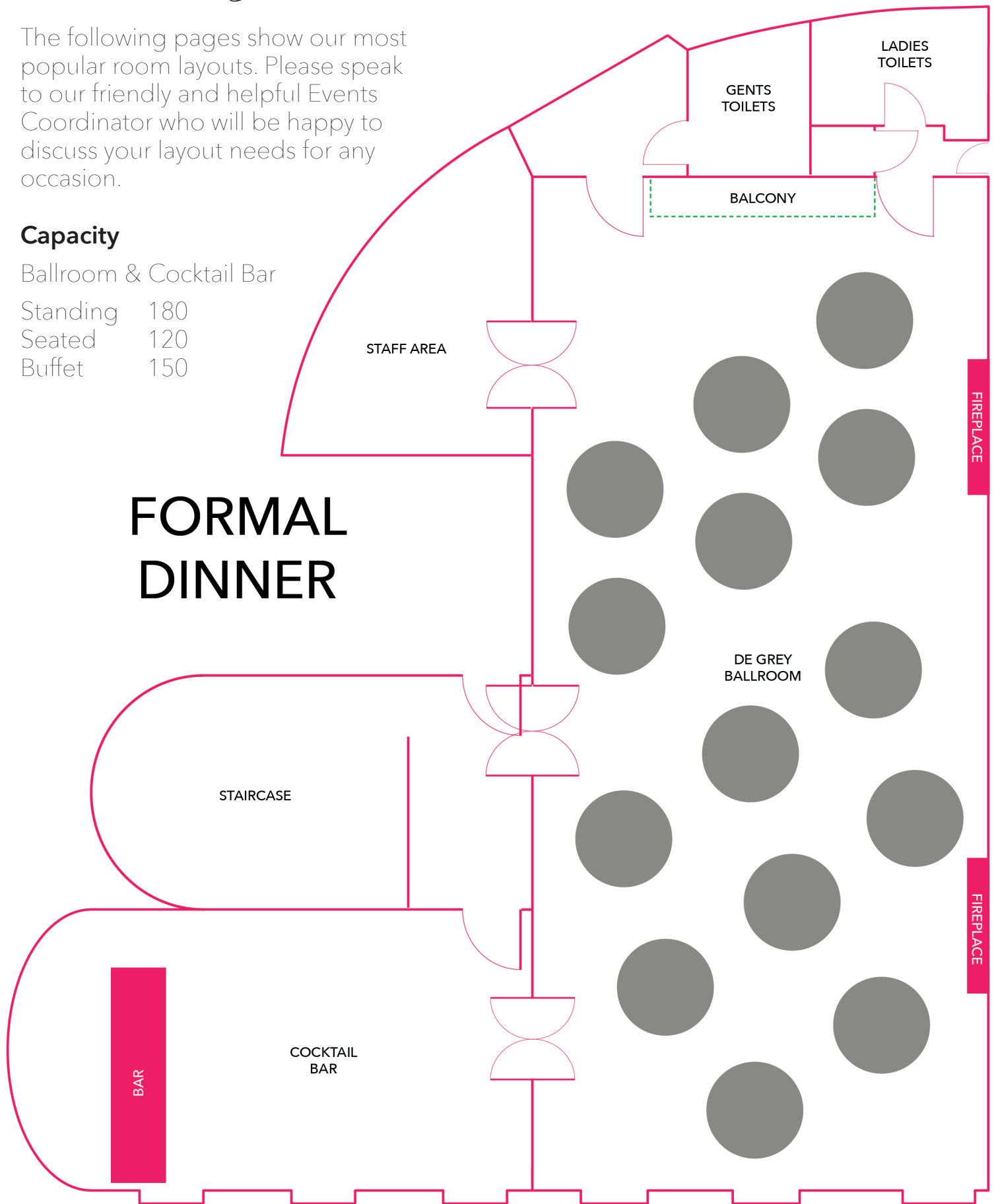
# Room Layouts

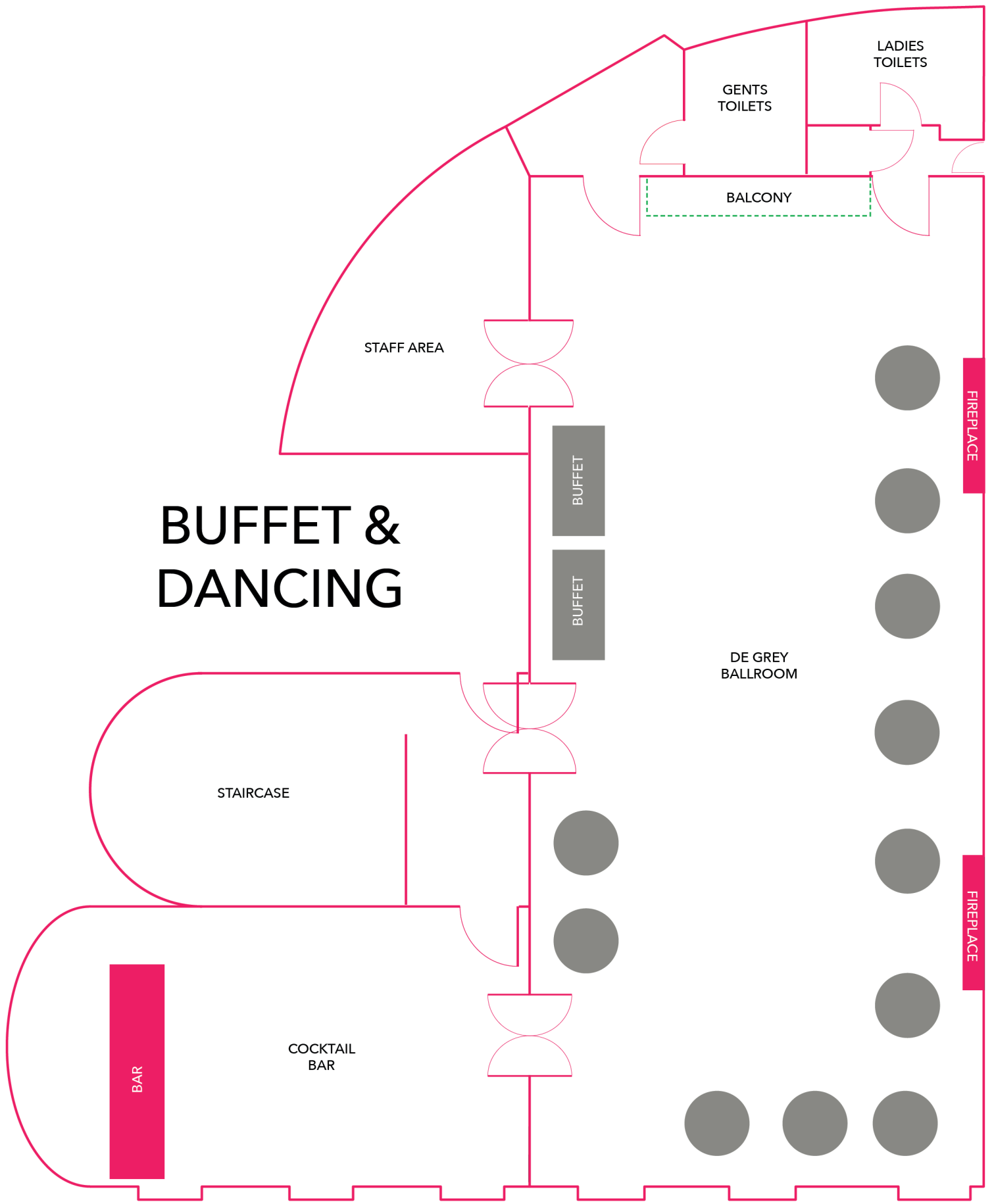
The following pages show our most popular room layouts. Please speak to our friendly and helpful Events Coordinator who will be happy to discuss your layout needs for any occasion.

## Capacity

Ballroom & Cocktail Bar

Standing	180
Seated	120
Buffet	150





# BUFFET & DANCING

STAFF AREA

GENTS TOILETS

LADIES TOILETS

BALCONY

BUFFET

BUFFET

FIREPLACE

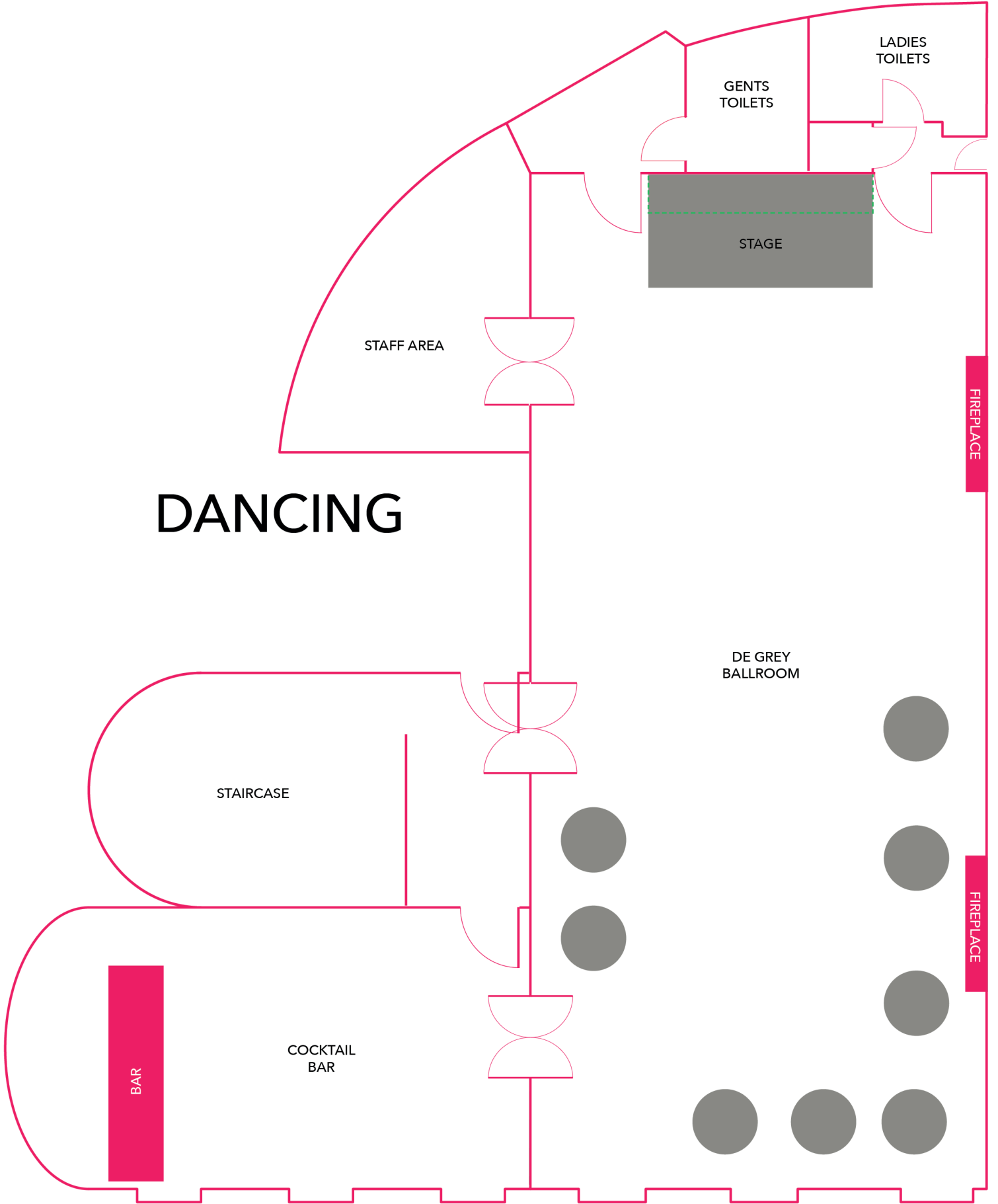
DE GREY BALLROOM

STAIRCASE

FIREPLACE

COCKTAIL BAR

BAR



DANCING

STAFF AREA

GENTS TOILETS

LADIES TOILETS

STAGE

FIREPLACE

DE GREY BALLROOM

STAIRCASE

FIREPLACE

COCKTAIL BAR

BAR



# Recommended Suppliers

## Photography

### Henry Lowther

henrylowtherphotographer.co.uk  
hello@henrylowtherphotographer.co.uk  
07545471052

## Florists

### Fleur Adamo

fleuradamo.co.uk  
fleuradamo@gmail.com  
07814 046899

## Cakes

### Blush Cake Company

blushcakecompany.co.uk  
sarah@blushcakecompany.co.uk  
07811 107589

### Love Cheese

lovecheese.co.uk  
hello@lovecheese.co.uk  
01904 622967

### Quite Contrary Cakes

quitecontrarycakes.co.uk  
mary@quitecontrarycakes.co.uk  
07588764328

## Venue Styling

### Ambience Venue Styling

ambiencevenuestyling.com/wedding-stylists/york/  
07794 433 002

## Music & DJs

### Club Class Entertainment

clubclassuk.com  
info@clubclassuk.com  
01904 378370

### DJ York

djyork.co.uk  
enquiry@djyork.co.uk  
07877 781003

### The Great Northern Ceilidh Band

northernceilidhs.com  
info@northernceilidhs.com  
01422 350980

## Wedding Ceremonies

york.gov.uk/info/200620/marriages/576/  
york\_register\_office  
registrar@york.gov.uk  
01904 654477

# Terms and Conditions of Hire

'Premises' refers to the Theatre and De Grey Rooms buildings.

## Licences

The De Grey Rooms are licensed for the following indoor activities, 24 hours a day, seven days a week; plays, films (in accordance with film classification body) live music, recorded music, performances of dance, activities like music/dance, facility for making music, facility for dancing.

The De Grey Rooms are licensed for the sale of alcohol indoors between 9am and 2am, seven days a week.

## Hours

Hire is available every day from 9am till the following closing times:

**Bar closes:** Sun-Thu 11pm, Fri-Sat and Sun before a Bank Holiday 11.30pm

**Entertainment:** Sun-Thurs 11pm, Fri-Sat and Sun before a Bank Holiday 11.30 pm

**Premises:** Sun-Thu Midnight, Fri-Sat and Sun before a Bank Holiday 12.30am

## Access for set up/take down

It is possible to arrange for one vehicle at a time to park close to the De Grey Rooms/Theatre to load/unload. Arrangements for this need to be made at least 24 hours in advance of delivery and we would ask Hirers to make their florists, caterers, musicians etc. aware of this and to pass on the details of the events coordinator in order that access can be confirmed.

## Deposit, final payment and confirmation of hire

On confirming the date and time of the space you wish to hire, you will be required to provide a non-refundable deposit. The remaining full hire charge is payable 3 months before the event. Cancellations after the balance has been paid will not be refunded.

## Cancellation of hire

If for any reason York Theatre Royal is not able to be used on the date booked, the deposit and any other monies paid by the Hirer will be refunded, but the theatre will have no further liability to the hirer whatsoever including any losses, costs and expenses incurred by the Hirer.

## Insurance

The Hirer is strongly advised to make arrangements for a suitable insurance policy to cover any such losses or expenses referred to in the above cancellation clause. It is understood such policies are readily available and are strongly recommended to the Hirer for their protection against unforeseen circumstances or events.

**Injury or loss of property** – only refers to the De Grey Rooms below

The York Theatre Royal will not be liable for;

a) The injury or death to any person attending the De Grey Rooms for the function the subjects is hiring

b) Loss or damage to any goods, articles or property of any kind brought to or left at the De Grey Rooms.

### **Damage to the venue**

The Hirer is to take good care of and not cause any damage to the Theatre or De Grey Rooms or their contents. The Hirer will be expected to make good and pay for any damage or any excessive cleaning caused by any act of the Hirer or anyone for whom the Hirer is responsible or permitted to enter by the Hirer.

### **Smoking**

Smoking is not permitted in any part of the De Grey Rooms and the rest of the Theatre buildings. Smoke machines are not permitted.

### **Candles**

Candles are permitted in the De Grey Ballroom in secure holders.

### **Fire and Health and Safety**

The premises are fitted with an automatic fire detection and alarm system, and staff are trained in the action to be taken should the alarm be activated. Public safety is of paramount importance and your assistance, as the Hirer, would be appreciated. Should the alarm sounds, the rooms are to be evacuated immediately and guests must leave calmly by the nearest exit.

Emergency exits are clearly marked and are situated as follows:

#### **De Grey Rooms**

1. Main entrance
2. Side entrance adjacent to lift

#### **Theatre**

1. Main Foyer entrance
2. Stage Door/Reception

The fire brigade will be called automatically. On your arrival you are asked to spend a few moments locating the exits. In the interests of safety you are asked to arrange for two or three of your fellow guests to do the same so that you are able to assist Theatre staff in the unlikely event of an emergency. The assembly point on evacuation is in front of the York Art Gallery directly across the road.

## **Catering**

York Theatre Royal requests that Hirers choose from one of the recommended caterers listed in this Hire Pack and that they arrange catering direct with their chosen supplier. You should confirm which caterer you have booked to the Theatre as soon as your booking is confirmed.

## **Decoration**

No fixings are permitted to be attached to any part of the Theatre/De Grey Rooms interior or exterior spaces, this includes the use of blu-tac.

## **Florist**

Hirers are welcome to arrange to have the De Grey Ballroom decorated by flower arrangements. Please see list of recommended florists included. You must confirm to the Theatre which florist you have booked and they must contact us in advance of your event to arrange access for set up.

## **Seating**

There are several different arrangements possible for seating in the Ballroom, please refer to Room layouts and Capacity for information. You should confirm the seating/table requirements to the Events Co-ordinator no later than one month in advance of your event date.

## **Entertainment**

York Theatre Royal provides a list of recommended music and DJs and your chosen entertainer must contact the Theatre in advance of the event to arrange set up.

## **Portable Electrical Appliance (PAT) safety**

All electrical equipment, including that which may be used in connection with entertainment activities brought into the Theatre/De Grey rooms must have been appropriately tested. We are required by the City of York Council (and to comply with current regulations, Regulation 4 of the Electricity at Work Regulations 1989) to carry out checks to ensure that all equipment complies. Please ensure that you draw this to the attention of all concerned including your selected entertainer.

## **Animals**

With the exception of assistance dogs, no animals are permitted in the De Grey Rooms.

## Information for MUSICIANS, DJs and ENTERTAINERS

The hirer is responsible for passing on these conditions to any musician, DJ or other entertainment they may book for their event.

The Theatre and De Grey Rooms are situated close to some residential properties and, in accordance with our premises Licence, steps must be taken to ensure that noise from entertainment is kept to a reasonable level.

It is a condition of hire that all Entertainers make contact with the premises before the event whether or not they have performed at the premises before. You are asked to contact either the General Manager or Events Coordinator on 01904 658162 at least 24 hours before the event. You must arrange a time to deliver equipment and to collect it in order that the parking adjacent to the buildings can be facilitated.

Although we do not request a noise limiter be in place on any amplification equipment we do ask for your cooperation in ensuring that noise from entertainment is kept to as low a level as possible. If you do not help in this respect please be advised that following a warning, power will be switched off.

It is a requirement of hire that all electrical equipment brought onto the premises has been tested in accordance with current regulations. Checks will be carried out on arrival and any equipment not bearing a current certificate of PAT testing will not be allowed to be used on the premises.

The De Grey Rooms do not have any designated changing or storing facilities. If you have specific requirements please discuss with the Events Coordinator directly and in advance of the event. Staff are not permitted to accept any article for safe keeping.

---

By signing The De Grey Rooms Booking Form you are certifying that you have read and accept these terms and conditions.

---

Should you have any questions or require clarification please call the Events Coordinator on **01904 715455**.