

York Theatre Royal and De Grey Rooms Venue Hire Information pack

Introduction	1
Approved Caterers for the De Grey Rooms	2
Recommended Suppliers.....	3
Room Hire Day Rates 2011- April 2012.....	5
Media & Staging Equipment	6
De Grey Wine List.....	7
Bar Price List.....	8
York Theatre Royal Catering Menus.....	9
Terms and Conditions of Use.....	11
Information for musicians, DJs and entertainers.....	14
York Theatre Royal & The De Grey Rooms Hire Booking Form	15
Room Layouts and Capacity.....	16
Photographs of the De Grey Ballroom	18

Contact Details

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York Theatre Royal
St Leonard's Place
York Theatre Royal
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01904 715455

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Introduction

York Theatre Royal, the De Grey Rooms and De Grey House

There has been a theatre on the current site since 1744. Originally known as the New Theatre it was granted a Royal Patent in 1769 and renamed the Theatre Royal.

Significant development through 1820-1880 saw the Theatre stage and auditorium enlarged to a Victorian style and including a new Victorian Gothic frontage decorated with carved heads representing Elizabeth I and characters from Shakespeare's plays.

More recent refurbishment of the Theatre has revealed the medieval undercroft of a building in the St. Leonard's Hospital complex located on the site prior to the original theatre, this is now in use as The Keregan Room and is available for hire for meetings and small events.

The De Grey Rooms were built in 1841 and paid for by a public subscription of £5,000 in shares of £25 each, forty of which were subscribed by the Yorkshire Hussars.

The rooms were designed by the architect George Townsend Andrews who was born in Exeter in 1804 and came to York after winning a competition to design an extension to York Castle (prison) in 1831-1832. He continued to work in York on, for example, the development of St Leonard's Place in 1830, becoming Sheriff of York from 1846 to 1847.

Formed in 1793, the Yorkshire Hussars made use of the De Grey Rooms as accommodation and the Colonel of the regiment was Thomas Philip 2nd, Earl De Grey, a prominent member of the local aristocracy.

The Ballroom has a history of being used for dining and dancing and the John Barry 7 would certainly have played here. The chandeliers were made in 1952 in Holland by an Italian designer. The original candelabra hung from the central roses and were lowered by a winding mechanism from the roof.

The basement of the De Grey Rooms housed the original kitchens, cold rooms, wine cellars and storage rooms. The Oak room, previously the kitchen, was used in the 1950's and 1960's as a restaurant, and is now the home of York Theatre Royal's Wardrobe and Costume Hire departments.

De Grey House was built in 1835, and, although it was intended to be one of three townhouses, only one was actually built enabling the De Grey Rooms to be constructed on the remaining plot. The house was a private residence until 1909 when it became a doctor's surgery and was latterly used by the York Conservative Club with the addition of an extension at the back for a snooker hall.

York Theatre Royal and the De Grey Rooms and House are all Grade II listed properties and lie just within the area of the original Roman Fort in York. The patio and foyer of the theatre were previously the garden of the De Grey House and the clock at the front of De Grey House is still wound once a week by a friend of the grandson of the original maker.

In 2005 York Conservation Trust purchased both the De Grey Rooms and De Grey House. The ground floor was used by the Tourist Information Centre while the Oak room, bar and ballroom was leased by York Theatre Royal for use by the Youth Theatre groups. 2010 saw the Theatre move into the whole of the De Grey Rooms following restoration and the installation of a new lift to provide for disabled access.

In April 2011 York Theatre Royal formally re-opened the De Grey Rooms to the public and began to offer the De Grey Ballroom and Cocktail Bar for hire for events, wedding receptions and conferences.

The next stage of the Theatre's plans will be to take on the tenancy of De Grey House and establish a new complex of creative and cultural organisations.

Approved Caterers for the De Grey Rooms

Note: York Theatre Royal will provide the wine and cash bar as required and arrangements should be made with the Theatre separately from your catering booking.

Catering should be booked direct with one of the following suppliers and confirmed to York Theatre Royal.

Bradshaws

www.bradshaws-caterers-york.co.uk/

Unit 3, London Ebor Business Park, Millfield Lane, Nether Poppleton, York, YO26 6PB

info@bradshaws-caterers-york.co.uk

01904 780775

Lockwoods

www.lockwoodsrestaurant.co.uk/

83 North Street, Ripon, HG4 1DP

info@lockwoodsrestaurant.co.uk

01765 607555

The Thought of Food

www.thethoughtoffood.gbr.cc/

Lyngarth House, 28 Main Street, Escrick, YORK, YO19 6UQ

thoughtoffood@aol.com

01904 728201

S & J Butchers (Hog Roast Supplier)

Chapel Street, Easingwold YO61 3AF

01347 821242

Recommended Suppliers

Photographers

Jim Poyner Photography

www.jimpoyner.co.uk

0777 577 1687

Jim@jimpoyner.co.uk

Joe Dodsworth

www.joedodsworth.co.uk

07971 766 574

smile@joedodsworth.co.uk

Florists

Garden of Eden

www.gardenofedenflorist.co.uk/

01904 622344

info@gardenofedenflorist.co.uk

Fiona Hogg

www.fionahoggfloraldesigns.co.uk

01904 488528

flowers@fionahoggfloraldesigns.co.uk

Cakes

Curiositea

<http://curiositeashop.blogspot.com/>

curiositeashop@gmail.com

07983 440238

York Cakes

<http://yorkcakes.co.uk>

07791 701374

kate@yorkcakes.co.uk

Musicians and DJs

Night Owls

www.nightowlsdisco.com

01904 613666

info@nightowlsdisco.com

Harpist

www.york-harpist.co.uk

Mr Swings Dance Orchestra

Hardy Music Services

07775 615151

Matthew_hardy1@hotmail.com

Blue Phunk

<http://www.bluephunk.co.uk/about.html>

07725 340021

info@bluephunk.co.uk

Wedding Ceremonies

One Life Weddings

<http://onelifeceremonies.co.uk/wedding-ceremony>

0113 8680072

info@onlifeceremonies.co.uk

Accommodation

Hotel du Vin

www.hotelduvin.com

01904 557350

info.york@hotelduvin.com

Event Illustration

<http://weddingsandportraitartist.co.uk/>

07813 274318

nick@weddingsandportraitartist.co.uk

Room Hire Day Rates 2011- April 2012

Room	Standard Rate (full day)	Standard Rate (half day)	Charity Rate (full day)	Charity Rate (half day)
De Grey Ballroom	£600	Please Enquire	£300	Please Enquire
Keregan Room	£125		£90	
Workshop 2, De Grey Rooms	£150	Please Enquire	£110	Please Enquire
Workshop 1, De Grey Rooms	£125	Please Enquire	£90	Please Enquire

*From April 2012 we anticipate the use of the Cocktail Bar which will be available to hire with the De Grey Ballroom for a single inclusive fee.

Media & Staging Equipment

As part of your hire booking we can provide the following media equipment, a flip chart can be provided free of charge. Please provide details of your requirements when making your room hire booking.

Free WiFi access is provided in both the Theatre building and De Grey Rooms.

Item	Hire Charge per day
LCD projector and screen	£15
TV and video player	£10
Laptop	£15
Staging 8'x 4' platforms available	£15 per platform

de-greys

wine selection

Bin	75cl	Bin	75cl
No.	Bottle	No.	Bottle
<i>White Wines</i>		<i>Red Wines</i>	
1.	Trulli Pinot Grigio IGT £14.95 Lombardia - Pavia - Italy <i>Flowery young aroma with a hint of spice. Dry and crisp with good fruit. Silver List - Sommelier Wine Awards 2010.</i>	10.	Trulli Montepulciano £14.95 Abruzzo - Italy <i>Deep ruby colour, delicate aromas of liquorice and forest fruits, with soft tannins and a long finish.</i>
2.	Santa Serena Unoaked Chardonnay £14.95 Chile <i>Aromas of lively gooseberry with soft, creamy fruit. Deliciously refreshing dry white.</i>	11.	East Meridian Shiraz Cabernet £17.50 France <i>Soft, round, smooth, light red with hints of blackberries and plums with a lovely gentle long finish.</i>
3.	Muscadet Jean Sablenay £15.50 Loire - France <i>Bright, clean, fresh aroma with light citrus flavour. Excellent balance with a crisp clean finish.</i>	12.	La Baume Pinot Noir £17.50 France <i>Soft, round, smooth, light red with hints of blackberries and plums with a lovely gentle long finish.</i>
4.	Raffine Airen Sauvignon Blanc Dry £15.50 La Mancha - Spain <i>Attractive dry white with floral aromas and crisp finish.</i>	13.	Gran Espiral Rioja £15.95 Spain <i>A fruit driven Rioja character with liquorice and cherry notes. Refreshing acidity, structured with firm tannins and well-integrated vanilla oak. Bronze Medal - IWC 2010.</i>
5.	Mortera Verdejo Castilla y Leon VDT £16.95 Rueda - Spain <i>Light and delicate wine with a powerful nose, lemon notes with fennel and herbs.</i>	14.	Beaujolais Pascal Clement £18.95 Burgundy - France <i>Vibrant with abundant cherry and strawberry notes. Soft, fresh and juicy, it has all the jammy fruit you could wish for.</i>
6.	Oliver & Greg's Riesling £15.50 Hungary <i>Fragrant, medium and delicate. Subtle lemon and peach aromas, with a clean and crisp finish.</i>	15.	Valpolicella Classico Sartori DOC £20.50 Italy <i>A medium-bodied red with classic bitter cherry aromas, followed by soft, full, fruit flavours.</i>
<i>Rosé Wines</i>		<i>Sparkling Wines and Champagne</i>	
7.	Trulli Pinot Grigio Blush IGT £14.95 Italy <i>Soft pink colour, refreshing burst of strawberries; a very easy style of wine.</i>	16.	Trulli Prosecco £19.95 Italy <i>Elegant fruity aromas of pear and apple. A smooth, fresh and well-balanced wine.</i>
8.	Humboldt Coast Zinfandel Rosé £15.50 California <i>A great, light, fresh rosé. Bags of ripe, red fruits and a good touch of sweetness adding balance.</i>	17.	Reynier Brut £35.00 <i>A light, elegant Champagne with soft, full flavours and consistent mousse, good balance and age.</i>
9.	Rose d'Anjou La Jaglerie £17.50 Loire - France <i>Fragrant soft, gentle, fruity rosé, with ripe strawberry flavours and a pleasant medium dry style.</i>	18.	Veuve Clicquot Yellow Label £50.00 <i>Full-bodied, rich and fruity with great elegance and a delightful long finish. IWSC Bronze 2011.</i>

If a particular wine or shipper is unavailable, a suitable alternative will be offered.

All quality wines on this list have an alcohol content of between 8% and 15% by volume.

Bar Tariff

<u>Draught Beers</u>	<u>Pint ½ / pint</u>	<u>Spirits (25ml)</u>	
Guinness	3.90/1.95	Di saranno Ameretto	2.70
Grey Lady	3.30/1.65	Bacardi White Rum	2.70
Guest Ale	3.90/1.95	Bells Whiskey	2.70
J. Smiths Smooth	3.30/1.65	Bombay Sapphire Gin	3.10
Fosters	3.30/1.65	Bushmills Whiskey	3.10
San Miguel	3.90/1.95	Glenfiddich Whiskey	3.10
pt/1/2pt		Gordons Gin	2.70
Stowford Press	3.90/1.95	Jack Daniels Bourbon	2.70
Cider		Lambs Navy Rum	2.70
		Martell ***VS	3.10
<u>Bottled Beers</u>		Malibu	2.70
Corona (33cl)	3.75	Mount Gay Rum	3.10
Peroni (33cl)	3.75	Smirnoff Red	2.70
Guest Bottled	3.75	Southern Comfort	2.70
Lager			
Westons Organic	4.40	<u>Spirits (50ml)</u>	
Cider (50cl)		Archers peach	2.80
Yorkshire Terrier	4.25	Schnapps	
(50cl)		Baileys Irish Cream	2.80
Smirnoff Ice	3.55	Cinzano	2.80
		Cockburns Ruby Port	2.80
<u>Wine</u>		Martini Rosso/Extra Dry	2.80
<i>(See wine list for full selection)</i>		Pimms	2.80
175ml Glass	4.15	Sherry (all varieties)	2.80
250ml Glass	5.15		
750ml Bottle	14.95	<u>Mixers & Soft Drinks</u>	
		125ml mixers/fruits	1.85
<u>Sparkling Wine/Cava</u>			
750ml Bottle	19.95	250ml mixers/fruits	2.30
200ml Bottle	5.70		
		Coke/Diet Coke/	As a mixer 0.85
<u>Champagne</u>		Lemonade	1/2 pt 1.75
Laurent Perrier	37.00	J20 (All Varieties)	2.70
		Appletise	2.30
<u>Snacks</u>		Cordials	0.70
Nuts (all varieties)	1.00		
Yorkshire Crisps	0.95		

York Theatre Royal Catering Menus

Our in-house catering team can provide the following refreshments and food for your event.

Note: Working Lunch and Canapés are only available in the main Theatre building and not in the De Grey Rooms. If you require a working lunch, buffet or full dinner in the De Grey Rooms please see our list of Approved Caterers (page 2) who will be happy to discuss your requirements.

Canapé selection

Oatcakes with Gorgonzola & Walnuts
Roast Smoked Salmon Pâté Croustades
Lentil Pate & Chicken Liver Pâté Bruschetta
Mushroom Crostini
Grissini wrapped Parma Ham

£6.00 per head (based on two pieces per person)

RECEPTION 01904 658162

BOX OFFICE 01904 623568
Book Securely Online
www.yorktheatreroyal.co.uk

WORKING BUFFET

£8.50 per head

- Selection of freshly prepared deli style sandwiches with salad garnish
- Fries
- Homemade Quiche
- Fresh Fruit
- Tea, coffee, biscuits & bottled mineral water

.....

£6 per head

- Selection of freshly prepared deli style sandwiches
- Kettle chips
- Fresh fruit
- Tea, coffee, biscuits & bottled mineral water

.....

£2.95 per head

- Additional tea, coffee, biscuits & bottled mineral water



Bespoke Catering available upon request. Any queries please contact the catering department on 01904 550170 or email catering@yorktheatreroyal.co.uk



Terms and Conditions of Use

Where 'premises' refers to the Theatre and De Grey Rooms buildings.

Licenses

The De Grey Rooms, Keregan Room and Upper Foyer 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.

Opening Hours

Premises Sun-Sat 9am

Closing Times

Bar closes	Sun-Thurs 11pm	Fri-Sat and Sun before a Bank Holiday 11.30pm
Entertainment	Sun-Thurs 11pm	Fri-Sat and Sun before a Bank Holiday 11.30pm
Premises	Sun-Thurs Midnight	Fri-Sat and Sun before a Bank Holiday 00.30am

Deposit, final payment, and confirmation of hire

On confirming the date and time of your hire of the De Grey Ballroom/cocktail bar you will be required to provide a non-refundable deposit of half the hire charge. 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 or additional 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 its protection against unforeseen circumstances or events.

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 sound 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 the 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 across the road.

Access for setup/take down

It is possible to arrange for one vehicle at a time to park close to the De Grey Rooms/Theatre to unload/load. 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 contact details of the Events and Fundraising Coordinator in order that access can be confirmed.

Damage to the venue

The Hirer is to take good care of and not cause any damage to be done 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 the buildings by the Hirer.

Smoking

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

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.

Catering

York Theatre Royal requests that hirers choose from one of the commercial caterers listed in the Approved Suppliers list 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.

Seating

There are several different arrangements possible for seating in the Ballroom, please see Room Layouts and Capacity for information. You should confirm the seating/table requirements to the Theatre no later than one month in advance of your event date.

Injury or loss of property – only refers to 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 subject of the hiring
- b, Loss or damage to any goods, articles or property of any kind brought into or left at the De Grey Rooms either by the Hirer or by any other person. Employees of the Theatre are not permitted to accept any article for safe keeping.

Entertainment

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

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.

Florist

York Theatre Royal can provide a list of recommended florists and you are welcome to arrange to have the De Grey Ballroom decorated by arrangements. 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 setup.

Candles

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

Animals

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

By signing the York Theatre Royal Room Hire agreement you are certifying that you have read and that you accept these conditions.

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

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 and Fundraising 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 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 us in this respect please be advised that following a warning power will be switched off.

It is a condition of hire that all music/entertainment ceases by: Sun-Thurs 11pm, Fri-Sat and Sun before a Bank Holiday 11.30pm. Staff are under strict instructions to ensure that this happens and if not 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 storage facilities. If you have specific requirements please discuss with the Events and Fundraising Coordinator directly and in advance of the event. Staff are not permitted to accept any article for safekeeping.

York Theatre Royal & The De Grey Rooms Hire Booking Form

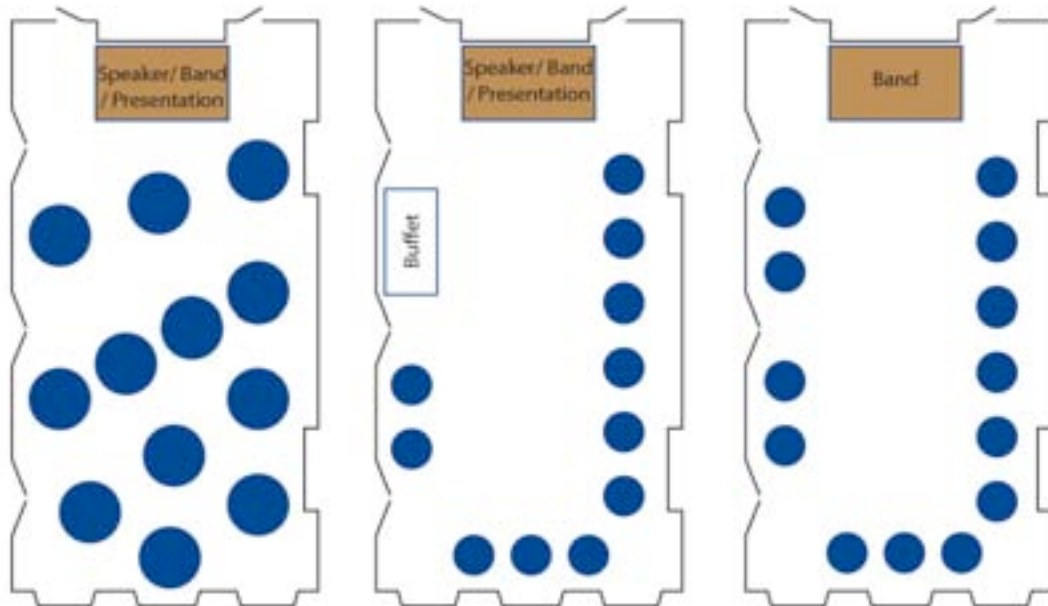
Please read the enclosed Terms and Conditions of Hire before completing this form. When you have completed this form please save one copy for yourself and send a copy to: Events and Fundraising Coordinator, York Theatre Royal, at the above address, or email to Julia.Smith@yorktheatroyal.co.uk

Name	
Address	
Phone Number	
Email Address	
Date of Function	
Type of Function	
Hours:	
Setup start time	
Guest arrival time	
Guest departure time	
Anticipated number of guests	
Name of external caterer	
Name and contact details of any entertainment	
I have read, understood and accepted the Terms and Conditions of Hire:	
Signed:	Date:

This form should be returned with 50% of the venue hire booking fee + VAT, this can be paid by cheque payable to York Citizens Theatre Trust, or by bank transfer (an invoice can be raised, please contact the Events and Fundraising Coordinator to arrange this.) The balance of the hire charge is due 3 months in advance of the event date.

Room Layouts and Capacity

De Grey Ballroom



Formal Dinner
Tables to seat 10
(max capacity 120)
Bar located either
downstairs or in adjacent
room

Buffet and Dancing
Tables to seat either 6 or 10
(max capacity 150)
Bar located either
downstairs or in adjacent
room

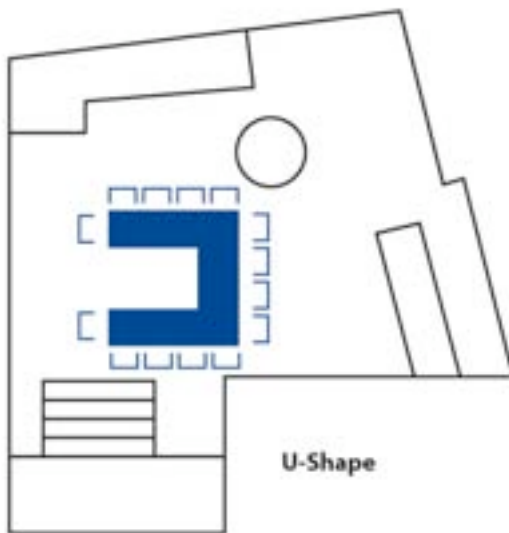
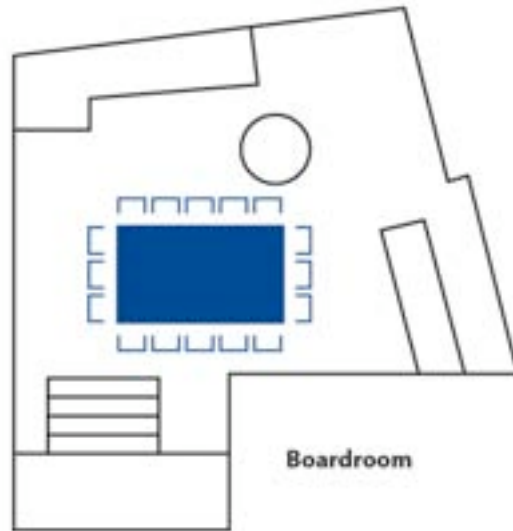
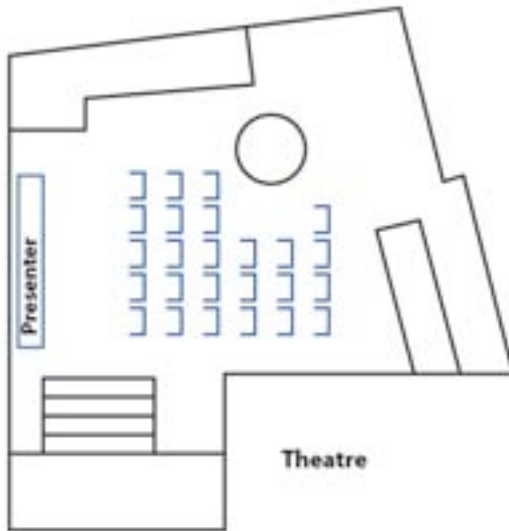
Dancing
Informal arrangement of
tables to seat 6 with large
dance floor space
(max capacity 170)
Bar located either
downstairs or in adjacent
room

Workshops 1 and 2

The workshop spaces in the De Grey Rooms are multi-purpose rooms best suited to creative workshop-type activities and as such are generally hired as empty rooms. However, tables and chairs can be provided if requested at the time of booking.

Please call the Events and Fundraising Coordinator for more information.

Keregan Room



Layout	Capacity
Standing	40
Theatre	25
Boardroom	16
U-Shape	16





Photographs by Jim Poyner Photography and Dublinstones Photography



Photographs by Jim Poyner Photography



