



MERCHANT ADVENTURERS' HALL

YORK

Private Hire Information Pack



Merchant Adventurers' Hall
Fossgate, York, YO1 9XD
Tel: 01904 654818

enquiries@theyorkcompany.co.uk www.theyorkcompany.co.uk



Introduction

Welcome to the Merchant Adventurers' Hall. The Merchant Adventurers' Hall is one of York's medieval marvels. Set in beautiful gardens in the heart of historical York, the Hall is the home to the Company of Merchant Adventurers of the City of York. It is also open for public use as a fully functioning museum, wedding and hospitality venue and meeting place some 650 years after construction began in 1357. **The Hall provides a beautiful and truly unique setting for any occasion.**

The Hall offers two large rooms which can accommodate **180 people**; the Great Hall provides a spectacular setting for civil ceremonies, wedding breakfasts, gala dinners and conferences whilst the atmospheric Undercroft is ideal for evening receptions, drinks receptions and conference lunches. The Hall also boasts secluded walled gardens which are ideal for drinks receptions in the summer.

There are two smaller rooms available, the intimate and elegant Governor's Parlour is licensed for smaller civil ceremonies and dinners whilst the Committee Room can be used for meetings or as an exclusive setting for smaller parties.

The Hall has a state of the art lighting system and benefits in the winter months from a modern central heating system. There is a basic sounds system available for after dinner speeches and music during civil ceremonies and there are numerous power points for special lighting and other electrical equipment.

A choice of excellent local outside caterers can provide delicious meals, drinks receptions and a bar should one be required, contact details for the caterers can be found further on in the pack. These are the only caterers approved to work in the Hall and you are required to select one of these. The Hall's staff work in conjunction with your chosen caterer to arrange the seating in the Hall to suit your requirements.

The Hall is fully accessible to everyone, with entrance from Fossgate. The Hall has a lift to both floors, a disabled toilet and an integrated loop system. There is no car parking at the Hall but we are a five minute walk from two council run car parks (Tower and Priory Street).

To enquire about having your event at the Hall or for further information please do not hesitate to contact us. Please note, from time to time it becomes necessary to make changes to this information so please direct any enquiries to our staff. We strongly recommend an early visit to the Hall prior to booking as we are a very popular venue.

Merchant Adventurers' Hall – Conditions Of Hire

1. **Introduction.** The Merchant Adventurers' Hall is a Scheduled National Monument Listed Grade 1. Our primary aim is to ensure that the building is preserved for the benefit of the generations to come. In order to achieve our aim we have to impose a small number of restrictions on its use and we try to keep these to a minimum.
2. **Fire and Safety.** The Hall is fitted with a fully automatic fire detection and alarm system and our staff has been trained in the action to be taken should the alarm be activated. Public safety is of paramount importance and your assistance, as the hirer responsible for the event would be appreciated. Should the alarm sound the Hall is to be evacuated **immediately** and guests must leave the Hall by the nearest exit **walking calmly and slowly**. It is **vital** that any disabled or elderly people are assisted so that exits do not become obstructed or blocked. Emergency exits are clearly marked and are situated as follows:

Great Hall (2)	1.	Main entrance.
	2.	Exit adjacent to the high dais.
Undercroft (4)	1	Main entrance.
	2.	North of Undercroft on the Piccadilly side.
	3.	Fossgate side adjacent to the Chapel.
	4.	Adjacent to the toilets.

The fire brigade will be called automatically. On your arrival you are asked to spend a few moments to locate the exits. Diagrams are displayed at each remote call point. 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 the Hall staff in the unlikely event of an emergency. The assembly point on evacuation is **at the top of the steps leading from the garden to Piccadilly**.

3. **Non-availability of the Hall.** If for any reason the Merchant Adventurers' Hall is not able to be used on the date booked, the Company will refund the deposit and any other monies paid to it by the Hirer but shall have no further or additional liability to the hirer whatsoever including any losses, costs and expenses incurred by the Hirer.
4. **Insurance.** The Hirer is strongly advised to make arrangements for a suitable insurance policy to cover any such losses or expenses referred to in clause 3 above. It is understood such policies are readily available, and are strongly recommended to the Hirer for its protection against unforeseen circumstances or events.
5. **Access to the Hall.** Access to the Hall for your guests is **from 5.00pm**. Weddings normally start at this time, however **earlier start times of 3pm or 4pm** can be arranged at an additional charge. Further details of timings and charges are included further in the pack.
6. **Start and end of period of hiring.** Items can be brought into the Hall on the day of hiring from 9am but this must be pre-arranged with a member of Hall staff. All items brought into the Hall are to be removed at the end of the period of hiring unless alternative arrangements have been made with the Hall Manager.

7. **Damage to the Hall.** The Hirer is to take good care of and not cause any damage to be done to the Hall or its 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 Hall by the Hirer.
8. **Smoking.** Smoking is **not** permitted inside the Merchant Adventurers' Hall.
9. **Stiletto Heels.** It is your responsibility to ensure that your guests are aware that due to the wooden flooring in the Hall stiletto heels are not allowed. We do sell heel caps for those guests who still wish to wear them.
10. **Decorations.** No bolts, nails, tacks, screws or any other objects are to be driven into any part of the interior or exterior of the Hall nor is any adhesive substance, including 'blue tack' to be attached to it.
11. **Advertising.** No posters, banners, boards, signs, flags, emblems, notice or any other type of advertising is to be fixed to the exterior of the Hall or its grounds without the prior consent of the Hall Manager.
12. **Catering.** We recommend you discuss your catering requirements with the caterer selected by you from the enclosed list at an early stage. Under normal circumstances we would expect a silver service or buffet meal to be served. Finger buffets will not be allowed. On occasions when additional guests (of more than 20) are invited to join you later in the evening after the main meal has been served, it is a condition of hire that a buffet is arranged for these guests. Your chosen caterer will be delighted to discuss arrangements with you.
13. **Seating.** The Hall Staff and caterers arrange the seating to suit your requirements. You may choose to have round or long tables accompanied by red banqueting chairs in the Great Hall. Rectangular tables and black plastic chairs only are available in the Undercroft.
14. **Injury to persons and loss of property.** The Company will not be liable for:
 - a. The death of or injury to any person attending the Hall for the function the subject of the hiring.
 - b. Damage to or loss of any goods, articles or property of any kind brought into or left at the Hall either by the Hirer for his/her own purposes or by any other person. Employees of the Company are not permitted to accept any article for safe keeping.
15. **Licences.** The Hall is licensed by the City of York Council for entertainment. Your caterer will arrange the licence for your bar. We will discuss with you any requirement for an Occasional Sales or Stage Play Licence should one be required.
16. **Times.** In accordance with the Conditions of our Entertainment Licence the following times apply, (proposed earlier start times can be discussed with the Hall Manager):

	Sun-Thu	Fri-Sat and Sun <u>before</u> Bank Holidays
a. Admission:	From 5.00pm	From 5.00pm
b. Bar Closes at:	11.00pm	11.30pm
c. Entertainment ceases at:	11.00pm	11.30pm
d. Hall closes by:	Midnight	00.30am

17. **Noise.** The Hall is situated in a residential area. We would be grateful if you and your guests would make every effort not to disturb our neighbours.
18. **Entertainment.** Please ensure your selected entertainer, band, group or disco makes contact with us before the event and **you** make them aware of the following:
 - a. **Smoke Machines.** Smoke and similar machines are **not** to be brought into or used in the Hall.
 - b. **Balloons.** Helium or other gas filled balloons are **not** to be brought into the Hall.
 - c. **Amplified Music.** Amplified music is permitted on the lower level of the Hall (the Undercroft) only.
19. **Changing Facilities.** The Hall does not have any designated changing or storage facilities.
20. **Portable Electrical Appliance (PAT) Safety Regulations.** To comply with current regulations (Regulation 4 of the Electricity at Work regulations 1989) all electrical equipment, including that used in connection with entertainment activities, brought into the Hall must have been appropriately tested. We are required by the City of York Council 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.
21. **Candles.** Are permitted as long as they are stable and in a secure holder. Contact Hall Staff for clarification
22. **Confetti.** Confetti or similar substances, including 'glitter' and rose petals (real or man-made) are **not** allowed in the Hall or its grounds. Please ensure your guests are made aware of this restriction. Cleaning charges may be incurred if confetti is used.
23. **Florists.** You are welcome to arrange for the Hall to be decorated by a florist. However, it is **essential** that your florist contact us in advance to agree the arrangements and to arrange access. No decorations will be permitted on the tops of the pillars in the Great Hall.
24. **Animals.** With the exception of assistance dogs **no** animals are permitted in the Hall or its grounds.
25. **Conclusion.** Thank you for reading these Conditions of Hire. By signing the Hall Hire Application Form you are certifying that you have read and accept these conditions. Should you have any questions or require any clarification please ring the Hall on 01904 654818.

Charges for hiring the Hall

Evening Hall Hire Charges for 2012

Hire of Hall: Friday, Saturday (and a Sunday before a Bank Holiday)	£850
Sunday – Thursday	£795
Charges per additional hour (weddings only)	£125
Civil Marriage Ceremony charge	£55
Use of Hall Sound System	£50
Open Fire in Reception Area	£30

Evening Hall Hire Charges for 2013

Hire of Hall: Friday, Saturday and Sunday (before a Bank Holiday only)	£950
Sunday – Thursday	£850
Charges per additional hour (weddings only)	£150
Civil Marriage Ceremony charge	£55
Use of Hall Sound System	£50
Open Fire in Reception Area	£30

Day Hall Hire Charges

Charges for hiring the Hall during the day are quoted individually and are dependent on requirements; please contact the Hall for further information.

Payment & Cancellations

Provisional Bookings will only be held for 7 days without payment of deposit unless previous arrangements have been made.

A non-refundable deposit of half the basic hire charge is required on booking and full payment is required 3 months before your event. Payment can be made via BACS, cheque or by card (credit cards will be charged a 2% administration fee).

Any cancellations made after the balance has been paid will not be given a refund.

Hire charges are not subject to VAT.

Access to the Merchant Adventurers' Hall

The Merchant Adventurers' Hall is a museum open to the public throughout the week except for Sundays in the winter. If you wish to access the Hall for the deposit of flowers, table decorations plus any other items, this can be done from 9am on the day of your event.

If you are having a civil ceremony at the Hall, your guests will be allowed access to the Hall will be fifteen minutes prior to the ceremony starting. If it is for a reception it will be as follows:

Saturdays

Great Hall	after 5.00 pm
Undercroft	after 7.15 pm

Sundays - Fridays

Great Hall and Undercroft	after 5.00 pm
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Closing Times

Hall closing times are as follows:

	Sun-Thu	Fri-Sat and Sun <u>before</u> Bank Holidays
Bar Closes at:	11.00pm	11.30pm
Entertainment ceases at:	11.00pm	11.30pm
Hall closes by:	Midnight	00.30am

**Alphabetical list of Caterers approved to work in the
Merchant Adventurers' Hall**

'At Home With Dine'

Dine Catering
Unit D4
Wyther Lane Industrial Estate
Leeds
LS5 3BT
08454 504545

dine.services.com

'Bradshaws of York Ltd'

Jonathan Maxfield
Unit 3, London Ebor Business Park
Millfield Lane, Nether Poppleton
York YO26 6BP
01904 780 775

bradshawsofyork@btconnect.com

Poppy Caterers Limited

Poppy Caterers Limited
Poppy House, Unit 9
Sheriff Hutton Industrial Estate
Alan Farnaby Way
Sheriff Hutton
North Yorkshire YO60 6PG
01347 878628

info@poppycaterers.co.uk

'The Blue Bicycle'

Kirsty Reid
The Blue Bicycle
34 Fossgate
York YO1 9TA
01904 673990

info@thebluebicycle.com

'The Thought of Food'

Ian and Alison Robinson
The Thought of Food
Lyngarth
Main Street
Escrick, York, YO19 6UQ
08000 934102

Thoughtoffood@aol.com

List of services which have worked at the Hall

Photographers

Allan Scott Photography

62 Allington Drive
York
YO31 0NN
info@allanscottphotography.co.uk
www.allanscottphotography.co.uk
01904 413022
07800 929709

Ryan Browne Photography

1A Church Street
Ecclesfield
Sheffield
S35 9WE

rbp@ryan-browne.co.uk
www.ryan-browne.co.uk
0800 587 9033

Jim Poyner Photography

jim@jimpoyner.co.uk
www.jimpoyner.co.uk
07775 77168

Ian Cave Photography

iancave@blueyonder.co.uk
www.iancave.co.uk
01943 817894

Stephen Drury Fine Arts Photography

Stephen@druryphoto.com
www.druryphoto.com
01904 612749

Wallworks Photography

Colin Wallwork
21a Finkle Street
Selby
YO8 4DT

colin@wallworksp photography.co.uk
www.wallworksp photography.co.uk
01757 210120
07595 024932

Florist

flowers*

Wendy and Nick Sampson
1 White Lodge
Selby
YO8 4HY

flowers@floristry.uk.com
www.floristry.uk.com
08450 944393
07764 369321

Fiona Hogg Floral Designs

flowers@fionahoggfloraldesigns.co.uk
www.fionahoggfloraldesigns.co.uk
01904 488528

Julia Weston Flowers
York

Julia@juliawestonflowers.com
www.juliawestonflowers.com
07901 558025

Garden of Eden
Angela Ellis Skelton

38 Bootham
York
YO30 7BL
Angela Ellis Skelton

info@gardenofedenflorist.co.uk
www.gardenofedenflorist.co.uk
01904 622344

Musical Entertainment

Pugwash Convention Ceilidh Band

Ruth Thompson Van Gogh
pugwashconvention@yahoo.com

www.pugwashconvention.co.uk
01904 639565

Night Owls Discos

Maria
morefun@nightowlsdisco.com

www.nightowlsdisco.com
01904 613666
07903 486555

The York String Quartet

Sara Gilford
info@yorkstringquartet.com

www.yorkstringquartet.com
07948 740630
Soundout Disco

Morris Williams – Pianist

www.pianist4weddings.co.uk
01751 474698
07977 502991

Alan King

alan@soundout.freerve.co.uk

www.soundoutdisco.co.uk
07801953632

Dogsbody Ceilidh Band

Brenda Spence
contact@dogsbodyband.co.uk

www.dogsbodyband.co.uk
01132 535387
07712 674184

Trouvere Medieval Minstrels

Paul Leigh
Trouvere_york@hotmail.com

www.medievalminstrels.com
07720 118406

Knight Traxx Mobile Disco Services

Mick Macleod

07930 532321

Other Services

The Cake Boutique

Angie

cakeboutiqueyork@aol.co.uk
www.cakeboutiqueyork.co.uk

01904 341222
07971 234824

Ambience Venue Styling

Liz Campbell

york@ambiencevenuestyling.com
www.york@ambiencevenuestyling.com

08000 439160
07960 602873

Blue Sky Travel

Tony Hoffman

bskywedding@googlemail.com
www.blueskywedding.co.uk

01904 797800
07732 798222

Cards by Pam

Pam Mahony

cardsbypam@btinternet.com
www.cardsbypam.co.uk

01423 542888

Little Pretty Things

Sophie Jewett

sophie@littleprettything.co.uk
www.littleprettything.co.uk

07810 486565

Plush Wedding Boutique

Sam Godbold

info@plushweddingboutique.com
<http://www.plushweddingboutique.com>

01759 307636

Nick Ellwood

Location and Events Artist

nick@nickellwood.co.uk
www.nickellwood.co.uk

07813 274318

Finishing Touches Chair Covers

finishingtouches2011@live.co.uk
www.finishingtouchesqualitychaircovers.co.uk

01904 449415
07949 255103

To be given to all bands, groups and entertainers booked to perform at the Merchant Adventurers' Hall

The Merchant Adventurers' Hall is situated in a largely residential area with some properties only a matter of a few feet from the Hall. It is a condition of our Premises Licence granted by City of York Council that all steps are 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 Hall before the event ***whether or not they have performed in the Hall before***. You are asked to contact either the Hall Manager or a member of the Hall staff on 01904 654818 at least 24 hours before the booking. On arrival in the Hall you will be told where you may set up and you may only use the designated area. Amplified music is permitted on the lower level of the Hall, the Undercroft ONLY.

Although a noise limiter is not installed in the Hall at present this is a step we may have to take in future and you will be advised if this happens. In the meantime we seek your co-operation in ensuring that noise from entertainment is kept to as low a level as possible. This includes directing your speakers away from residential properties. If you do not help us in this respect please be advised that following a warning, ***power will be switched off***.

It is also a Condition of Hire that ***all*** music ceases by 11.00pm (Sunday-Thursday), 11.30pm (Friday-Saturday and Sundays before bank holidays). The Hall staff are under strict instructions to ensure that this happens and if music does not cease by this time power will be switched off.

May we take this opportunity to remind you that it is a requirement of Hire that all electrical equipment brought into the Hall 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 in the Hall.

We would also like to bring to your attention the fact that the Hall ***does not*** have any designated ***changing or storage facilities***. You are welcome to use the cloakrooms for changing. If you require temporary storage facilities please speak to the Duty Hall Keeper but please note that the Company will not accept any liability for any damage to or loss of any goods, articles or property of any kind brought into or left at the Hall either by the Hirer for his/her own purposes or by any other person. Employees of the Company are not permitted to accept any article for safekeeping.

If you require a full list of our Conditions of Hire please contact the Hall. We would be very grateful for your co-operation.

Thank you.

Sound System

The Merchant Adventurers' Hall is equipped with a sound system, which may be used in the Great Hall and Undercroft. It is primarily designed for use by speakers and so is ideal for after dinner speakers, reception speeches and so forth. We can supply lapel and roving microphones. The system also has a 5-disc carousel CD deck for use when **background music** is required either in the Great Hall or Undercroft, for example during the wedding ceremony. It is **not** designed to be used as an entertainment system.

There will be a small charge of £50 for the use of the system.

In the past some users of the Hall have made arrangements to hire sound equipment with their chosen caterer. There are occasions when it will still be necessary to hire in equipment in instances where our system is not able to meet the user's requirements. Arrangement to hire in equipment should be made through the Hall and not directly with the supplier or through caterers.

This does not effect arrangements for bands, groups or discos, which should continue to be made by the hirer. Please see the enclosed 'Conditions of Hire' sheet.

Please let us know if you wish the use of our sound system or if you would like us to arrange to hire in equipment for your use.



The York Registry Office
Robert T Livesey
Superintendent Registrar
56 Bootham
York YO3 7DA
Tel: 01904 654477

GUIDANCE FOR COUPLES WISHING TO MARRY/REGISTER CIVIL PARTNERSHIP ON APPROVED PREMISES

1. Having confirmed the date and time of their marriage/registration at the approved premises, the couple should be advised to contact the Superintendent Registrar for the district in which the premises are situated.

Mr R T Livesey Superintendent Registrar The Register Office 56 Bootham York YO3 7DA Fax: 01904 638090 Tel: 01904 654477	<u>Hours of Opening:</u> Monday – Friday 8.30am to 5.00pm
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2. They need to confirm with the Superintendent Registrar that he/she can attend to conduct the ceremony of the day and time in question. This can be done up to 18 months in advance of the marriage/registration.

3. The couple will then receive written confirmation within 7 days of the phone call. This will outline: the date and place at which they need to give the legal notice of their intention, the documents they need to produce and the fee to be paid.

NB A NOTICE OF INTENTION TO MARRY/REGISTER CIVIL PARTNERSHIP CAN BE GIVEN A MAXIMUM OF 12 MONTHS IN ADVANCE OF THE DATE. THIS MUST BE DONE BEFORE THE SUPERINTENDENT REGISTRAR OF THE OFFICE IN THE DISTRICT IN WHICH YOU RESIDE. YOU CANNOT GET MARRIED/REGISTER A CIVIL PARTNERSHIP WITHOUT GIVING DUE NOTICE IN THE DISTRICT(S) WHERE YOU LIVE.

THE CEREMONY

A ceremony which takes place at approved premises has no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. The couple should discuss with him/her, in advance, the way they wish to personalise the ceremony.

Any right of copyright for music, readings, etc. permitted at the ceremony are a matter for the couple and the holder of the approval for the premises.

AND FINALLY

The onus is on the couple to make sure that all legal requirements have been satisfied, and that the Superintendent Registrar who will be conducting the ceremony, has the relevant authorities in his/her possession, well in advance of the date of marriage/registration.

We repeat below an extract from a letter recently received by the Merchant Adventurers' Hall from the Registrar of the City of York

A provisional booking should first be made with the marriage venue.

A provisional booking can then be made with the register office up to 18 months in advance, by telephone, in writing or in person. A non-refundable booking fee of £50 for all marriages will be taken and can be deducted from the final payment.

Notice of marriage should be given, not more than 12 months before the marriage in the district in which the parties live.

Fee payable in each district, when giving notice of marriage, £33.50 for each person.

Fee payable, at least four weeks before the marriage, for the attendance of registration staff:

Monday to Thursday: £410.00. Friday and Saturday £475.00. Sundays and Bank Holidays: £520.00.

Due to the increase in popularity in marriages at approved premises we are now prepared to conduct ceremonies on Saturdays and Sundays at the earlier time of 11.00am. The latest time is normally 5.00pm. Ceremonies are usually on the hour. Monday to Friday ceremonies are usually at 1.00pm, 4.30pm or 5.00pm.

Also regulations for non EU and non British citizens getting married in this country are different. Therefore anyone who is not a British or EU citizen would be advised to contact us for advice as soon as possible.

(Please note: The Merchant Adventurers' Hall is available to hire for ceremonies at 3.00pm, 4.00pm and at 5.00pm).