

THE BISCUIT FACTORY

EVENTS PACK

With an emphasis on individuality and quality, **The Biscuit Factory** offers bespoke packages to suit each client and event. The



unique and flexible nature of the venue means we can tailor every aspect to create something truly special. Most events are held in our upper galleries: stylish spaces that reflect the building's unusual architectural features. We cater for everything from business meetings, product launches and corporate events to private parties, licensed wedding ceremonies and receptions.

For further details or to book a date, contact our Events Coordinator on events@thebiscuitfactory.com or call us on **0191 261 1103** to see what we can do for you.



GALLERY | SHOP | VENUE | CAFE | RESTAURANT | STUDIOS | HOLY BISCUIT

The Biscuit Factory | Stoddart Street | Newcastle Upon Tyne | NE2 1AN
0191 261 1103 | events@thebiscuitfactory.com

www.thebiscuitfactory.com

FOR HIRE

There are several locations for hire within our upper galleries:

With its airy feel and lofty skylights, the **CUBE** provides a dramatic welcome to the venue, designed to please. As your guests arrive, it's a great social space to gather and have cocktails and canapés, served from our '**Factory Kitchen**' café and bar.

The **LONG GALLERY** and **DANCE FLOOR**, with large open areas, bare brick pillars and exposed beams, are guaranteed to impress. Perfect for weddings, parties and corporate functions, your guests can feast on fine food and drink from the renowned '**David Kennedy's Food Social**' restaurant, then dance the night away amongst stunning works of art.

The **GLASS HOUSE** is an ideal room for business meetings, lectures or private dining. With an integral roof terrace and attractive art displays, it offers a creative and stimulating atmosphere for professional events.



FLOOR PLAN

Upper level floor space for hire:

The Glass House

Capacity:
Boardroom 20
Dining 20
Theatre 30
Standing 30

The Cube

Capacity:
Standing 100

The Factory Kitchen (Café/Bar)

Capacity:
Seating 40
Standing 50

Dance Floor & Bar

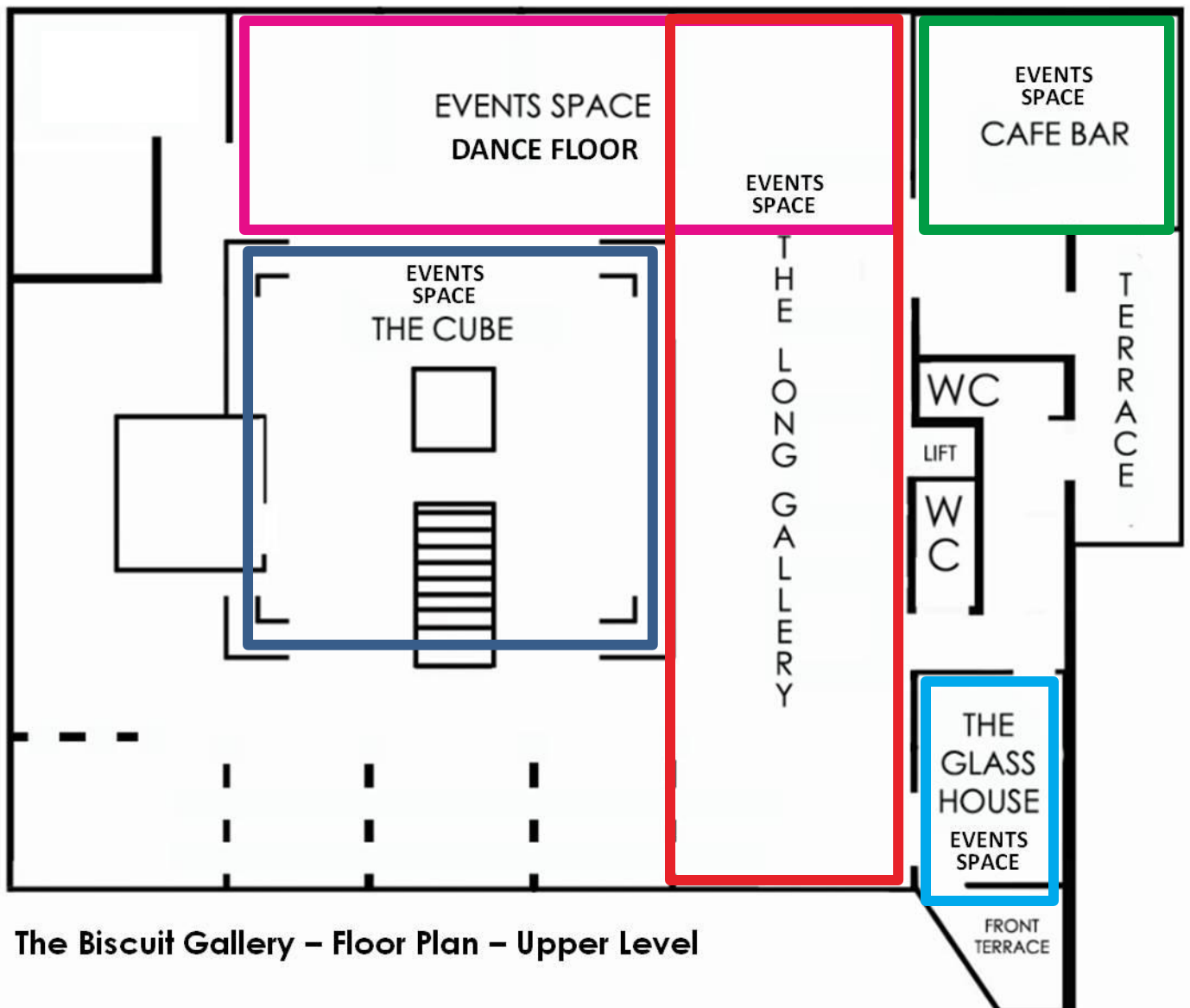
Capacity:
Banqueting 100
Standing 150
Theatre 100
Cabaret 75
(approx 20m x 10m)

Long Gallery & Bar

Capacity:
Banqueting 200
Standing 300
Theatre 200
Cabaret 150
(approx 40m x 10m)

Long Gallery, Dance Floor & Bar

Capacity:
Banqueting 300
Standing 450
Theatre 300
Cabaret 225



The Biscuit Gallery – Floor Plan – Upper Level

RATES

Rates are bespoke, due to the flexible nature of the building. Here are some guide prices for space hire only. For an accurate estimate, including equipment hire, catering and beverages, please contact our Events Coordinator on events@thebiscuitfactory.com or **0191 261 1103**.



THE GLASS HOUSE

Daily delegate rate from:

£25 + VAT per person

Room hire only from: £200 + VAT



THE CUBE

£200 + VAT off peak (week day/night)

£300 + VAT peak (Fri/Sat/Sun)



THE FACTORY KITCHEN (CAFE/BAR)

£200 + VAT off peak (week day/night)

£300 + VAT peak (Fri/Sat/Sun)



DANCE FLOOR & BAR

£450 + VAT off peak (week day/night)

£600 + VAT peak (Fri/Sat/Sun)



LONG GALLERY & BAR

£1200 + VAT off peak (week day/night)

£1500 + VAT peak (Fri/Sat/Sun)



LONG GALLERY, DANCE FLOOR & BAR

£1750 + VAT off peak (week day/night)

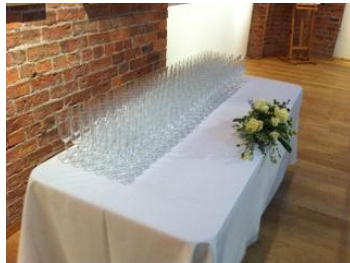
£2000 + VAT peak (Fri/Sat/Sun)

SPECIAL EVENTS

Since 2002, **The Biscuit Factory** has hosted many high profile events, including Channel 4's 'Gok's Fashion Fix'; the Entrepreneurs' Forum launch with Richard Branson; a DebRA charity evening with Michael Portillo; and much more. As well as private events, we hold four seasonal art shows a year, showcasing local, national and international talent. We also celebrate other exhibitions and occasions, such as the Late Shows, Ouseburn Open Studios and VAMOS Festival. Keep in touch by joining our mailing list at www.thebiscuitfactory.com.



FUNCTIONS



WEDDINGS



CATERING

The Biscuit Factory presents:

David Kennedy's
food social

HOT FORK BUFFET

As a main course:

Thai Chicken & King Prawn Curry, Bean Sprouts, Coriander & Coconut Milk
Moroccan Spiced Braised Lamb with Almonds, Sultanas & Marjoram
North Shields Fish Pie with Leeks, Garden Peas & Parsley
Sauté of Free Range Chicken with Button Onions, Smoked Bacon, Thyme

As a vegetable dish:

(V) Aubergine Parmigiana with Basil Pesto
(V) Braised Basmati Rice with Ginger & Fennel Seeds
(V) Buttered New Potatoes
(V) Penne Pasta with Parmesan, Olive Oil, Maldon Sea Salt

Choose 2 items @ £8.00 per person + VAT
Choose 4 items @ £10.00 per person + VAT
Choose 6 items @ £14.00 per person + VAT
Choose 8 items @ £16.00 per person + VAT

Please note, all menus may be subject to change due to seasonal variations
For more information, go to www.foodsocial.co.uk

CATERING

The Biscuit Factory presents:

David Kennedy's
food social

CANAPÉS & NIBBLES

Cured Seafood Tartlet with Light Garden Herbs & Lime

Dill Cured Coley, Honey & Mustard Dressing

Crab & Saffron "Quiche" with Tarragon Pesto

Home-Made Pork, Apple & Sage Sausage Rolls

Chipolatas with Smoked Bacon, Mustard Mayonnaise

Salmon Rillettes, Roasted Peppers, Toasted Ciabatta

Tempura of King Prawns, Soy, Chilli & Hoisin Sauce

Aromatic Duck Spring Rolls

(V) Black Olive, Thyme & Gruyere Cheese Palmiers

(V) Mediterranean Vegetable Bruschetta

(V) Marinated Mixed Olives with Sun Blushed Tomatoes

(V) Curry Spiced Nuts & Sultanas, Maldon Sea Salt

Choose 4 items @ £8.00 per person + VAT

Choose 6 items @ £12.00 per person + VAT

Choose 8 items @ £14.00 per person + VAT

Choose 10 items @ £16.00 per person + VAT

Choose 12 items @ £18.00 per person + VAT

Please note, all menus may be subject to change due to seasonal variations
For more information, go to www.foodsocial.co.uk

CATERING

The Biscuit Factory presents:



CANAPÉS

Meat & fish dishes

Honey & Chilli Chicken Skewers

Smoked Salmon Blinis

Chorizo with Sun Dried Tomato & Feta

'Spear Your Own' Prawns in a Garlic & Chilli Glaze

Vegetarian dishes

Individual Nachos with Salsa & Mozzarella Cheese

Goats Cheese & Tomato Tart

Houmous on Toast

Speciality Breads with Olive Oil & Balsamic Vinegar

Mediterranean Vegetable Bruschetta

Cheese & Crackers with Caramelised Onion Chutney

Choose 4 items @ £4.50 per person + VAT

Choose 5 items @ £5.00 per person + VAT

Choose 6 items @ £5.50 per person + VAT

Please note, all menus may be subject to change due to seasonal variations

CATERING

The Biscuit Factory presents:



COLD FINGER BUFFET

A Selection of Sandwiches

Fresh Salad

Home-made Potato Salad & Coleslaw

Speciality Breads with Olive Oil & Balsamic Vinegar

Plus a choice of the following:

Cheese Board with
Caramelised Onion Chutney & Crackers

or

Nachos with Salsa & Mozzarella Cheese

or

Antipasto Platter with Cured Meats, Sun Dried Tomatoes, Artichoke Hearts
& Olives

£7.50 per person + VAT

Please note, all menus may be subject to change due to seasonal variations

CATERING

The Biscuit Factory presents:



WINE LIST

wines may be subject to availability; prices below are inclusive of VAT

Sparkling	Prosecco Castello '4357', Italy Delicate, consistent bubbles with a good length of fruit flavour	£18.50
	Willowglen Sparkling Brut, Australia An easy drinking bubbly from South Australia	£17.50
White	2009 Pinot Grigio, Priest Hill, Hungary Gives the Italians a run for their money; fruity and full-flavoured	£12.50 glass £3.50
	2009 Unoaked Chardonnay, Corvinas, Hungary Upfront fruit flavours with a good crisp acidity in the background	£12.50 glass £3.50
	2010 Sauvignon Blanc, Norte Chico, Chile Fresh, balanced and with a good acidity	£12.50 glass £3.50
	2007 Organic Chardonnay, Moulin de Gassac, Languedoc, France Fresh, leaner style of Chardonnay with a touch of minerality; crisp & dry	£16.50
	2009 Sauvignon Blanc, Makutu, Marlborough, New Zealand Tropical fruit flavours with a good weight & length on the palate	£17.00
Rosé	Pinot Grigio Rosé, Allamada, Italy Hints of strawberries and raspberries, light to medium bodied	£13.50 glass £3.75
	White Zinfandel, Round Hill, USA Easy drinking and very fruity	£13.50 glass £3.75
Red	2010 Shiraz Cinsault, Millbrook, South Africa Light, fruity, easy drinking with a mixture of fruit & spice on the palate	£12.50 glass £3.50
	2010 Merlot, Norte Chico, Chile Smooth and fruity with a hint of chocolate	£12.50 glass £3.50
	2008 Organic Elise Rouge, Moulin de Gassac, Languedoc, France Well-crafted blend of Syrah and Merlot, the Syrah giving a spiciness and the Merlot giving soft berry fruits to the wine	£17.00
	2008 Jeune, Chateau Musar, Lebanon A wine with attitude - big and fruity!	£18.00

TERMS & CONDITIONS

Our aim is for you to enjoy your event, so it is important you fully understand what has been agreed. These terms and conditions set out the detail of issues such as payment arrangements, amendments and what happens if you need to cancel. Please read these terms and conditions carefully. They must be signed and returned to **The Biscuit Factory** with a 25% venue hire deposit to confirm your booking. Payment can be made by cheque, card or BACS (please ask for details).

1. EVENT

- 1.1 In specifying the date & times in an enquiry, the client must include an allowance for set-up and clear-down of equipment and decoration.
- 1.2 The Biscuit Factory will only confirm bookings after receiving a non-refundable **deposit of 25% of the quoted venue hire fee and a signed copy of these terms and conditions.**
- 1.3 Cancellations made 14 days prior to the event will incur a further 25% of the hire fee (i.e. 50% in total will be charged); up to 7 days, a further 25% (i.e. 75% in total will be charged); and up to 1 day prior, 100% of the venue hire cost will be charged.
- 1.4 Bookings made with outside contractors (such as furniture and equipment hire companies) may incur an additional cancellation fee.
- 1.5 The final details of the event (such as final timings, menus and special requests) must be confirmed **at least 7 working days before the event. The final number of guests attending the event must be confirmed at least 48 hours prior to the event.**
- 1.6 Bookings are accepted on the basis that we will provide all catering and bar facilities – see 2.1 for details.
- 1.7 Payment terms are as follows:
 - 25% of the venue hire charge on confirmation of booking and signing the terms and conditions.
 - The remaining balance (75% of the venue hire charge, catering & refreshments) is payable 7 days prior to the event.
 - Additional catering, refreshments or services will be invoiced after the event, payable within 7 days.
- 1.8 All prices are subject to VAT at the current rate.
- 1.9 We allow access to the space for set-up and decoration one hour prior to the event start time. All events must finish by 12 midnight; all guests must vacate the premises by 12.30 am at the latest. Failure to do so will incur further charges.
- 1.10 We regret we cannot allow wedding ceremonies to take place on the premises any earlier than 4 pm due to gallery business hours and amount of preparation needed prior to ceremonies and receptions.

2. CATERING

- 2.1 All events held on the premises will be catered for by the gallery's in-house café bar 'The Factory Kitchen' or the restaurant 'David Kennedy's Food Social'. No other food or drink may be brought into the gallery unless specific arrangements have been made. A corkage fee and/or service charge will be charged on any refreshments or catering purchased externally.
- 2.2 'David Kennedy's Food Social' requires a non-refundable deposit of 10% of catering costs to confirm a restaurant booking. Cancellations made 7 days prior to the booking will incur a further 50% cost.
- 2.3 The final number of guests to be catered for must be confirmed at least 7 days prior to the event. If fewer actually attend, no price reduction will be made.

TERMS & CONDITIONS (continued)

- 2.4 A discretionary 10% service charge may be added to catering in 'David Kennedy's Food Social' restaurant.
- 2.5 All charges regarding catering, alcohol and any other services are in addition to the venue fee.
- 2.6 Our 'Factory Kitchen' bar closes at 11.30 pm; last orders are called approximately 10 minutes before closing.

3. USE OF PREMISES

- 3.1 The hirer will have access to the room between the timings stated in the event form given (usually 1 hour prior and 1 hour after actual event times). The event must end and the room be cleared no later than the finish time as stated in the event form.
- 3.2 Due to the fragile nature of The Biscuit Factory's properties, artwork must not be handled and if any damages do occur the hirer will be charged in full.
- 3.3 The Biscuit Factory is a non-smoking building. Smoking is prohibited from any outside public space within and surrounding the gallery.
- 3.4 The Biscuit Factory maintains a responsible drinking policy. We expect all attendees to show restraint and respect. Failure to do so will result in ejection from the building.

4. LIABILITY & INSURANCE

- 4.1 The Biscuit Factory is covered for public liability up to £5 million.
- 4.2 Outside contractors (for example audio visual hire companies, bands, DJs etc.) organised by the hirer must have their own public liability insurance cover to the same level.
- 4.3 While The Biscuit Factory is happy to accept deliveries, garments and personal belongings of the organiser or persons attending the event, it shall not be liable whether in negligence or otherwise for any loss of or damage to such items occurring on the premises.

5. COMPLAINTS

- 5.1 Our aim is to ensure you are delighted with your event. However, we recognise that problems and misunderstandings do sometimes arise. If you are unhappy at any time with any aspect of the event or its organisation, please raise your concerns with a member of our staff as soon as possible.

CONFIRM YOUR BOOKING

PLEASE NOW CONFIRM ACCEPTANCE OF OUR TERMS AND CONDITIONS BY SIGNING AND RETURNING THIS FORM. YOUR BOOKING WILL NOT BE CONFIRMED UNTIL THIS HAS BEEN RECEIVED, WITH YOUR DEPOSIT.

PLEASE PRINT, COMPLETE & RETURN A SIGNED COPY OF THIS FORM TO THE ADDRESS BELOW.

EVENT ORGANISER'S NAME (please print):

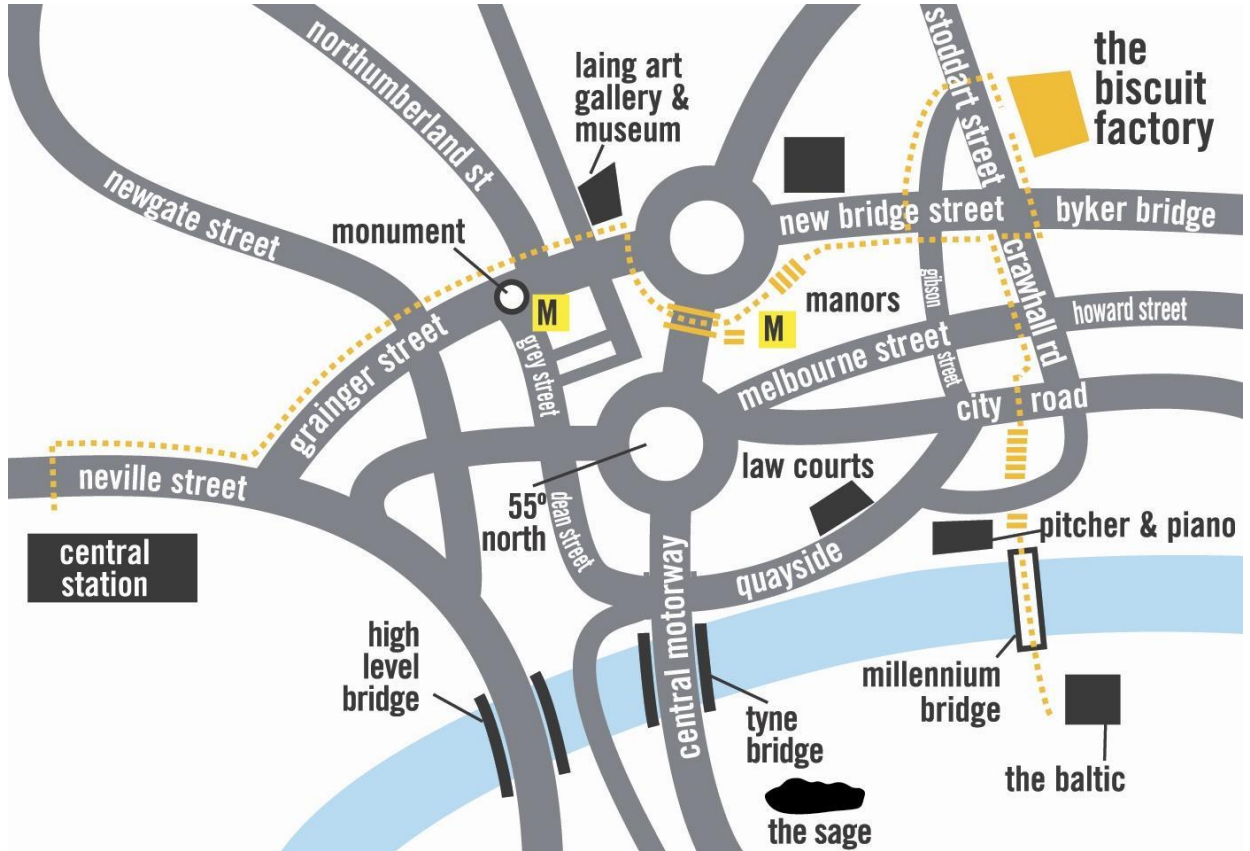
COMPANY NAME (if applicable):

POSITION (if applicable):

EVENT DESCRIPTION & DATE:

YOUR SIGNATURE: **DATE SIGNED:**

CONTACT US



The Biscuit Factory
Stoddart Street
Newcastle Upon Tyne
NE2 1AN

0191 261 1103

events@thebiscuitfactory.com

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