



All you need to know about planning your Wedding with Tyne and Wear Archives and Museums

The Venue – Shingley Art Gallery

Q: Can we use outside caterers?

A: We do not have kitchen facilities on site at the Shingley Art Gallery, this means that we can only permit approved caterers to cook and prepare food on the premises using their own equipment.

Our approved caterers are Sodexo Prestige and Epicurus Catering and Events.

On occasion the venue will consider alternative food suppliers to bring in pre-prepared food. A pre-event site visit may be required before we can agree to your chosen catering company. In this case you will need to clear away any waste produced at your event or check if your chosen catering supplier can offer a clearing service.

Q: Can I bring my own drinks?

A: We do not allow you bring along and serve your own drinks on the premises. All drinks must be purchased by one of our approved caterers Sodexo Prestige or Epicurus Catering and Events. Both catering companies can also supply a cash bar for events.

On occasion the venue will allow you to supply a complimentary welcome drink to your guests. Please discuss this with your event coordinator.

Q: Can we have red or rosé wine at our event?

A: Please note that to ensure the care of our collection, no red or rosé wine can be consumed in any of the galleries.

Q: Can I dress the venue?

A: The gallery cannot remove any exhibits or change lighting due to the exhibitions on display. The Shingley Art Gallery may be able to accommodate a little more decoration than we would usually expect of free standing or table top floral displays. This can be arranged with your events coordinator.

Q: Do you have disabled access?

A: Yes - the venue has disabled access and working disabled toilets.

Q: Can I have a band or DJ at my event?

A: Yes - the venue is licenced to permit live and recorded music at private functions until 11pm. Please consult with your event coordinator before booking your entertainment (Please note all entertainment must provide PLI cover from £5 million and provide any PAT certificates for electrical equipment).

Q: Can I have candles/tea lights?

A: No - we can't have any naked flames in any of our venues. However, we do allow battery-operated tea lights.

Venue Capacity

Q: What is the maximum capacity for a wedding ceremony?

A: 120

Q: What are the minimum numbers required to hire the venue?

A: We do not impose a minimum number of guests.

Q: What is the maximum number of guests for a wedding breakfast at the venue?

A: 50 - following a ceremony hire

60 - for a wedding breakfast only hire

Q: What is the maximum number of guests for an evening reception?

A: 120

Ceremony

Q: What does my ceremony hire include?

A: A ceremony hire includes chairs, registrar tables, speakers and a PA system. A red carpet is also included in the hire fee of Gallery A.

Q: Do I need to book my own registrar?

A: Yes - you must book your own registrar; the registrar's fee is not included in your venue hire fee. You can book a registrar by calling Gateshead Registrars on Tel: 0191 433 3000. Or by email: registeroffice@gateshead.gov.uk

Q: Do you provide a Master of Ceremonies?

A: No

Q: Can music be played during the ceremony?

A: Yes - you can provide your own live entertainment or you can use the venues PA system to play a CD/iPod/MP3 (Please note all entertainment must provide PLI cover from £5 million and provide any PAT certificates for electrical equipment).

Q: Can we hold our preferred date?

A: Yes, we can hold a date for up to 28 days while you decide and contact the registrar's office.

Q: Where do you allow photo's to be taken?

A: Most areas are accessible for photos but it is recommend you check this with your events coordinator as it depends on your venue and any temporary exhibits.

Q: Can I use confetti at the venue?

A: Confetti can be used outside the venue's entrance and must be biodegradable. Confetti cannot be thrown inside any venue.

Food and Drink

Q: Can I bring a wedding cake?

A: Yes - If you wish to cut the cake at the venue, then you must arrange this with your chosen catering company or a member of your party. We do not supply crockery, cutlery or napkins.

Q: Do you have a cake stand and knife?

A: No.

Q: Can we bring our own food and drink?

A: We do not have kitchen facilities on site at the Shipley Art Gallery, this means that we can only permit approved caterers to cook and prepare food on the premises using their own equipment. Our approved caterers are *Sodexo Prestige* and *Epicurus Catering and Events*.

We do not allow you bring along and serve your own drinks on the premises. All drinks must be purchased by one of our approved caterers *Sodexo Prestige* or *Epicurus Catering and Events*. Both catering companies can also supply a cash bar for events.

On occasion the venue will consider alternative food suppliers to bring in pre-prepared food. A Pre-event site visit may be required before we can agree to your chosen catering company. In this case you will need to clear away any waste produced at your event or check if your chosen catering supplier can offer this service.

On occasion the venue will allow you to supply a complimentary welcome drink to your guests. Please speak with your events coordinator.

Q: Do I need to hire crockery, glassware and table linen?

A: Yes - The Shipley Art Gallery does not supply any crockery, glassware or table linen. If you are ordering catering for your event, you will need to check if your chosen catering supplier can provide and set up these items. If your chosen catering company cannot supply these items then you will need to hire these items from an events company.

Q: Do you hold food tastings to help us decide what we would like to choose?

A: You must arrange your food tastings with your chosen catering company. We do not allow food tasting to take place in the venue.

Q: What happens if some of our guests have dietary requirements?

A: Please discuss this with your chosen catering company.

Q: What time will the bar close?

A: Last orders at the bar will be 10:30pm with everyone leaving the venue by 11pm.

Q: Do you take card payments at the bar?

A: No - we have limited access to the Wi Fi needed to operate a card reader.

Room Decoration and Set Up

Q: Do you set up chairs and tables?

A: Yes - the venue staff will set up set up chairs and tables.

Q: Do you provide table centre pieces?

A: No - you will need to provide your own table centre pieces. If you decide to make your own you will need to arrange for someone to set these up at a time agreed with your events coordinator.

Q: Do you allow candles in the venues?

A: No - due to the collections at the venues we do not allow open flame candles. LED candles and battery operated tea lights are fine.

Q: Do you provide table number stands?

A: No - If you are ordering catering for your event, you will need to check if your catering supplier provides these items.

Q: When can we set up the room for the ceremony?

A: Set up will usually be completed on the day of the wedding. The staff at the gallery will set up the chairs, red carpet, speakers and a clothed registrar table.

If you need to set up additional items such as flowers, then please arrange a suitable time to do this with your events coordinator.

Q: Can I drop off any items the day before the wedding.

A: Yes - we can store some items the gallery, please arrange this with your events coordinator.

Entertainment

Q: Do you have a PA system?

A: Yes - the PA system is ideal for speeches and background music. The PA system is for speeches CD, iPod or MP3 use only.

Q: Do you have disco lights?

A: No - any disco lights will need to be provided by the DJ or Band. (We will require PLI from £5 million and any PAT certificates for electrical equipment)

Q: Can I hire a magician or other entertainment?

A: Yes - (We will require PLI from £5 million and any PAT certificates for electrical equipment)

Parking

Q: Do you have parking spaces at the gallery?

A: The Gallery is situated on Prince Consort Road, close to Gateshead Central Library. There is free parking with a 2 hour limit outside the Gallery. There is one accessible parking bay directly outside the Gallery for the use of blue badge holders. There is also free unlimited parking on the opposite side of the road.

Q: Can I reserve the parking spaces in front of the gallery during my ceremony?

A: Please visit the Gateshead council Parking Dispensations web page [HERE](#) for information about reserving a parking space in front of the gallery.

If you do reserve any parking spaces in front of the gallery please make your events coordinator aware of the times of the reservations, and supply any supporting documents.

Payment

Q: Do we have to pay a deposit?

A: Yes - a 10% estimated deposit will be requested at the point of confirmation.

Q: How many other payments will be needed?

A: After the deposit we require the final balance six weeks prior to the wedding date. There are no payments needed between these two payments.

Accommodation and Travel

Q: What other hotels do you recommend in Newcastle City Centre and Gateshead?

A: We recommend the following hotels:

- [Sandman Hotel](#)
- [Jury's Inn Gateshead](#)

Q: What are the local taxi services?

A:

- Dean Taxi – 0191 444 4444
- LA Taxi - 0191 287 7777
- Blueline Taxi - 0191 262 6666
- ABC Taxi - 0191 232 3636

Q: Can I take a bus from Newcastle City Centre directly to the Shipley art gallery?

A: Yes - the Q2 Quay link bus can take you from Newcastle city centre to the Shipley Art Gallery. You can visit the website [HERE](#) to plan your journey.