



All you need to know about planning your wedding with Tyne & Wear Archives & Museums

FAQ's - The Shipley Art Gallery

Venue Capacity

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

A: up to 120

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

A: up to 50/60

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

A: up to 120

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

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

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: Can music be played during the ceremony?

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

Q: Will the exhibition change before my wedding date arrives?

A: The exhibitions in Gallery A and C are temporary, therefore they will change several times throughout the year. Upon request, your events coordinator will endeavour to give you the most up to date information regarding changes to the exhibition and any changes to the colour of the walls.

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 contact your events coordinator to arrange a suitable time to do this.

Food and Drinks by Sodexo Prestige

Q: What food and drinks can you provide?

Our approved caterers **Sodexo Prestige** are currently reviewing their catering offer for The Shipley Art Gallery, however, a bespoke menu can be offered.

Please contact us for information, email: leann.hay@twmuseums.org.uk

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: 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.

Q: Can I bring a wedding cake?

A: Yes

Room Decoration and Set Up

Q: Can I dress the venue?

A: The Shipley 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 event coordinator. The gallery cannot remove any exhibits or change lighting due to the exhibitions on display.

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: 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: 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 PAT certificates for all electrical equipment).

Q: Do you have a PA system?

A: Yes - the PA system is ideal for speeches and background music. The PA system can be used for speeches and CD/iPod/MP3 use.

Q: Can I hire a magician or other entertainment?

A: Yes - Please consult with your event coordinator before booking your entertainment (please note we will require PLI from £5 million and PAT certificates for all 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 suspend the parking spaces in front of the gallery during my ceremony?

A: You can visit the Gateshead Council parking suspensions web page [here](#) to find out more about parking suspensions, Or you can contact Gateshead council to ask for more information Tel: 0191 433 3155, Email: parkingandregulation@gateshead.gov.uk

Venue Hire Payment

Q: Do we have to pay a venue hire deposit?

A: Yes - a 10% deposit will be requested at the point of confirmation. The remaining 90% is required to be paid six weeks before the day of your event.

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.

Important Information

- Visits the Shipley Art Gallery's [Access Information website page](#) for the most up to date access information.
- Please be aware that if you choose to have both your wedding ceremony and wedding breakfast in Gallery A, there will be some noise and disruption when the room is being changed from a ceremony layout to a dining layout.
- We advise that you book a viewing of the gallery with a member of staff. This gives you the opportunity to ask technical questions about the space and equipment.