

ShIPLEY Art Gallery FAQs

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. For more information please contact Gateshead Register Office by phone: **(0191) 433 3000** or by email: registeroffice@gateshead.gov.uk. The registrar's fee is not included in your venue hire fee.

Q: Can music be played during the ceremony?

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

Q: Can we hold our preferred date?

A: Yes, we can hold a date for up to 14 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.

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 try to inform you of any exhibition changes 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 drink

Q: What food and drinks can you provide?

A: Our approved caterers Sodexo Prestige are reviewing their catering offer for the Shipley Art Gallery; however, a bespoke menu can be offered.
For information, please contact: leann.hay@twmuseums.org.uk.

Q: Can we use external caterer?

A: On occasion the venue will consider alternative food suppliers to bring in pre-prepared food. A pre-event site visit will be required before we can agree to your chosen catering company. The supplier must provide the following information:

- Public liability Insurance to the value of £5 million
- Employer's liability insurance
- Hygiene training certificates, level 2 (level 3 for supervisors)
- A record of their food hygiene management (HACCP)
- A record of their food hygiene ratings certificate
- On display - trading name

External caterers will need to dispose of catering waste at the end of the event.

Please note that the Shipley Art Gallery does not provide table linen, crockery, cutlery or glassware.

Q: Can we hire in a mobile bar?

A: On occasion the venue will consider an alternative bar supplier. The supplier must provide the following information:

- Public liability Insurance to the value of £5 million
- Employer's liability insurance
- PAT certificates for any electrical equipment used on site
- The supplier must apply for a temporary events notice
- On display - trading name

External bar supplier will need to dispose of any bar waste at the end of the event.

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 need to close?

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

Q: Can I bring a wedding cake?

A: Yes.

Q: Do you have a cake stand and knife?

A: No.

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, music can be played in the Gallery 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 two 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.

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 [access information web 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.