

Kirkgate Arts & Heritage

Venue information pack

Egremont Room Wedding Reception hire

Kirkgate Arts & Heritage

The Kirkgate Centre

Kirkgate

Cockermouth

Cumbria

CA13 9PJ



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and Heritage

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We are a volunteer led Arts and Heritage organisation based in The Kirkgate Centre, a converted Victorian School in the heart of Cockermouth.

Google map link- [Kirkgate Arts](#)

General Information:

There are spaces for two vehicles to park at the front of the building (to the left on the above image) and a three hour [disc zone car park](#) adjacent (on the right of the above image) parking discs are available in the Kirkgate Centre box office.

The information in this brochure is for hire of the downstairs space at the Kirkgate Centre, the 'Egremont Room'. For information on the rest of the building please contact katie@thekirkgate.com or visit our website.

Images of 'The Egremont Room'



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Floor plans:

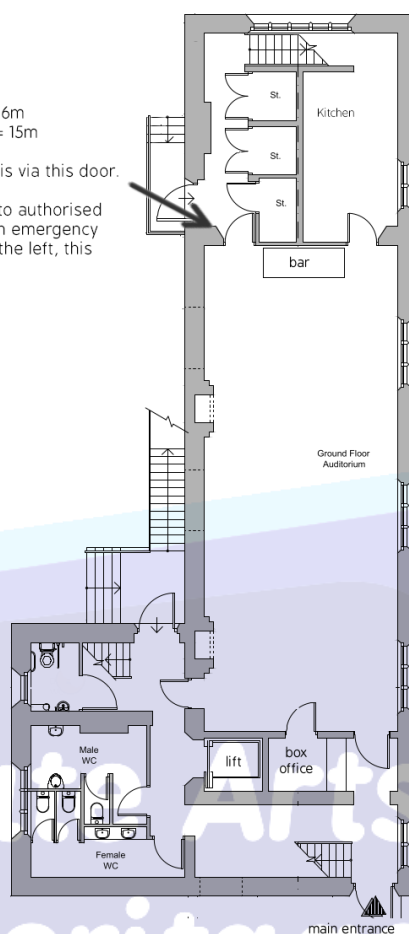
Ground Floor plan

Kirkgate Centre
Cockermouth
CA13 9PJ

Width of Ground Floor room = 6m
Length of Ground Floor room = 15m

Access to the backstage area is via this door.

Aside from backstage access to authorised persons, and in the event of an emergency evacuation via the fire exit to the left, this area is not for public access.



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Technical:

Sound and lighting

In the Egremont Room we use:

Yamaha Stagepas 400 portable PA with a number of SM58 vocal mics if required.

If you would like to include live entertainment at your reception this does reduce the capacity in the room, we have a portable stage available for live musicians or a DJ to use.

Alternatively you may wish to simply have a playlist for background music, devices can be plugged into our portable PA via their headphone socket (small jack), or if you wish to bring in a Bluetooth speaker you are more than welcome.

We have a set of LED stage lights which can be positioned in the room to provide party lighting, if you have your own lights which you would like to use these must be PAT tested if they require mains electricity.

Additional facilities:

We can accommodate up to **54** in the space, depending on the layout of the room.

We have four 76cm x 152cm trestle tables, six 76cm x 182cm trestle tables, six 152cm diameter circular tables and four adjustable height bar tables.

Our kitchen has a six ring induction hob, electric oven, dishwasher and instant boiling water tap. There is also a selection of cutlery, crockery and glasses available for your event.

There are black cotton tablecloths available for the large circular tables, and purple /white gingham tablecloths for the trestle tables.

If you have any queries regarding room hire at the Kirkgate Centre please contact katie@thekirkgate.com.

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Room Hire Tariff 2023

Egremont Room reception cost £275

The hire fee above is for exclusive use of the Egremont Room and adjacent kitchen for your event. For Egremont Room parties we allow access from 9am on the day of the event for set up and decoration, up to 11pm.

These times may be negotiable depending on other building use before and after the event, please confirm access times with the operations manager in advance of the event (katie@thekirkgate.com).

Use of all facilities are included in the hire cost (use of kitchen, technical equipment, furniture, glassware, crockery etc) but we do ask that anyone using stage lighting/PA equipment has prior knowledge of how to operate. It may be possible to arrange technical support if required but this would incur an additional cost (£20 per hour). Basic set up and switching on would not be charged for, only support required during the event (such as a sound engineer for any band).

We provide:

A **duty manager** for the event, who is responsible for the safety and security of the building and customers. If you have any problems during the event this is the person to contact.

Bar staff to serve from our bar downstairs during the event.

If required- a **technician** (see note above) and an **event coordinator** (who would liaise with your caterers/entertainment etc to ensure the event runs smoothly).

Your details:

Name	
Address	
Contact telephone number	
Contact email address	
Please confirm you are over 18	

Your event:

This information is not essential at the time of booking and can be completed at a later date.

	Office use:
Day and date (DD/MM/YY)	
Start time of event	
Access time (on the day)	
End time of event (this must be 11pm at the latest)	
Name of catering provider	
Contact number of catering provider	
Email address of catering provider	
Name of entertainment provider	
Contact number of entertainment provider	
Email address of entertainment provider	

Other details:

Please use the following page to give us as much information as possible on your event. Feel free to use more pages if needed. Include details such as service times for food, entertainment start time, layouts required in the auditorium and bar. Diagrams of the building are included in this pack to help you plan, please be aware of fire exits and ensure those areas are kept clear.



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Financial information:

For private hire events- We require a non refundable deposit of £100 for your event at the time of booking. The remaining balance should be paid at least 14 days before the event.

Our account details are:

Kirkgate Arts
Cumberland Building Society
Sort Code – 165221
Account Number – 32563388

Full terms and conditions can be found on our website-

<https://kirkgateartsandheritage.org.uk/wp-content/uploads/2022/01/Kirkgate-Arts-Terms-and-Conditions-November-2021.pdf>

Please note:

As we are located in a residential area we ask that hirers of the building try to keep noise to a minimum outside the building if they are leaving late in the evening. Our bar closes at 11pm (latest) which is also the time that any amplified music must be switched off. We ask that the building is vacated on the night of the event *before* midnight.

The logo for Kirkgate Arts and Heritage is displayed on a light blue background. It consists of two overlapping rounded rectangular shapes. The front shape is a darker blue and contains the text "Kirkgate Arts and Heritage" in a white, bold, sans-serif font. The back shape is a lighter blue and is partially obscured by the front one.

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