

## Venue Hire at Llanthony Secunda Priory

### Frequently Asked Questions:

#### How do I arrange a viewing?

We would love to hear from you and would be delighted to show you around the venue to bring to light what we can offer you. To arrange a show-around, please visit our contact us page on our website or email us at [info@llanthonysecunda.org](mailto:info@llanthonysecunda.org) and our team will contact you promptly. Alternatively you can call us on 01452 563499.

#### What are your venue hire prices?

Our hire starts from 2hr sessions to half day and full days both midweek and weekends. Please contact us for availability and pricing

#### Is the venue available for exclusive hire?

We are delighted to offer exclusive use of the venue on weekends. If you would like us to close the grounds to the public or extend your event finish, this will incur an additional charge. Please discuss this with us when booking.

#### Can I provisionally hold a date without a deposit?

Yes, we will provisionally hold a date for you for 14 days, after this time we require a non-refundable deposit to secure your booking.

#### Do you have public liability insurance?

Absolutely. Please get in touch if you require a copy.

#### What facilities do your meeting rooms have?

All meeting room hire comes with the following as standard.

##### Henry Dene Hall Features:

Integrated PA system, with headset microphone and hand-held microphone  
Short-arm data projector with data point accommodating VGA and HDMI inputs  
Acoustic boarding  
Lectern  
Absolute® hanging track system  
Full ventilation  
Natural daylight  
Roof lights with remote-control blinds  
Fully accessible  
Accessible toilet  
WiFi

Up to ten 5ft/150cm round tables  
Up to 80 upholstered chairs  
2 x rectangular tables  
Small servery for catering  
Pre-booked refreshments available on request.

Lady Margaret Hall Features:

65" LCD Screen mounted on a moveable pedestal stand with HDMI inputs  
Wireless speakers  
Floor sockets  
Absolute® hanging track system  
Full ventilation  
Natural daylight  
Platform lift to 1<sup>st</sup> Floor (min door threshold width 705mm)  
Accessible toilet  
WiFi  
Up to ten 5ft/150 cm round tables  
Up to 60 upholstered chairs  
2 x rectangular tables  
Underfloor heating  
Small servery for catering  
Pre-booked refreshments available on request.

Scudamore Room Features:

LCD Screen  
Full ventilation  
Natural daylight  
Fully accessible  
Accessible toilet  
WiFi  
8 x rectangular tables  
Up to 21 upholstered chairs  
Small servery for catering  
Pre-booked refreshments available on request.

Outdoor Grounds Features:

City centre location  
Marquees are permitted on the inner-court lawn provided suitable anchors are used  
Outside tap and electrical hook up (red 3 phase 32amp 5pin plug)  
Pedestrian and vehicle entrances

## What is the venue capacity?

We have three indoor locations available for hire, as well as our glorious outdoor grounds.

Our Lady Margaret Hall can host up to 60 people for a theatre or banquet set up, or 35 in a cabaret. Our Henry Dene Hall can host up to 140 for a standing function, 80 in theatre and banquet or 35 for a cabaret set up. The grounds can be hired as a stand-alone hire or as part of the building hire and can comfortably accommodate audiences of up to 500 for outdoor events.

### For outdoor event, can we have access to an outdoor tap and electrical hook up?

Yes, we have an outside tap and electrical hook up (red 3 phase 32amp 5pin plug).

### Do you have accommodation on site?

We do not have accommodation on site, however our unique location offers a terrific variety of accommodation options within easy walking distance to our venue.

The [LV14 Sula Lightship](#) is located on the beautiful wharf opposite the venue, which is an extraordinary unique stay, offering two luxurious cabins.

We are also conveniently located within a 10 minute walk from [The Judges Lodges](#), [Travelodge Gloucester](#) and [Premier Inn Gloucester \(Quayside\)](#).

### What is your cancellation policy?

If you cancel your confirmed booking, notification must be made in writing and will be effective from the date received, the following charges will apply.

28 days and less prior to your event date = 100% of the hire fee

6 months – 28 days prior to your event date = 60% of the hire fee

More than 6 months prior to your event date = retention of your deposit.

### Who will be my point of contact in the lead up to my booking?

Throughout the booking and planning process you will be fully supported by our Venue Assistant and our Event Duty Manager will be present on the day to ensure your event runs smoothly and to plan.

### Do you provide security?

If alcohol is being served on the premises during your event, then security will need to be included and rates start from £25 per hour.

### What time will our event need to finish?

In order to conform with our premises licence and out of consideration for local residents, all functions must finish by 12am and all guests must depart the premises by 1am. If you wish to extend your finishing time, we can apply for a licence extension, which would incur an additional charge.

### Do I have to use your recommended suppliers for catering?

Yes, to ensure the smooth running of your event, we have a fantastic range of caterers who know our venue well. We have no set catering package so everything is bespoke and can be tailored made to your choice.

### Am I able to provide my own alcohol (BYOB)?

Yes you may, we are a BYOB venue and we do not charge corkage.

You will need to respect our neighbour's and finish your celebrations by 11.30pm and ensure you remove all rubbish, including all empty bottles, at the end of your event.

We request that guests do not bring their own beverages to the premises and that beverages are supplied only by those hiring the venue. The team at Llanthony reserve the right to confiscate and dispose of any drinks that may have been brought in from elsewhere.

### Can you chill our alcohol if we provide it ourselves?

We have limited fridge space but you are welcome to store up to 40 bottles in our fridge. If you would like to store more than this, we can look into hiring fridges and passing the cost or you can provide buckets and ice.

### If we provide alcohol, can you serve it for us?

If you choose to provide your own alcohol, we are unable to serve this to you.

### Can you recommended a list of suppliers?

We do have a list of preferred suppliers who we worked with on a regular basis and are happy to recommend. We can provide you with these once you have made your booking.

We also provide the flexibility for you to use your own suppliers, we just ask that you ensure they have sufficient public liability insurance and if they are connecting to our electricity supply that their equipment is PAT tested. We will also need copies of their insurance certificates and schedule of electrical items that have been tested. Suppliers are also required to sign in and out of the premises.

### What do we do about music during the civil ceremony?

For the civil ceremony you can have non-religious live music or bring your own pre-recorded music to play on our PA System.

### Do you allow children in the venue?

Absolutely, but we ask that children under 12 are supervised at all times

### Do you have disabled access?

There is disabled access available in all areas of the venue, however the Lady Margaret Hall located on the 1st Floor of our Medieval Range has access by stairs or a platform lift. Due to the historic age of the building, the minimum door threshold is 705mm. Please contact us prior to your event if you have access requirements.

### Is there parking available?

Yes, we have a parking area in the grounds for up to 5 cars per booking on weekdays and 10 cars on weekends. Space is limited, so we recommend organising car sharing or mini buses for your guests. Alternatively, nearby offsite parking is available at a cost. Please get in touch with us for more information.

### Do you have decorations we can use?

We have a fairy light curtain available on request and we welcome the use of your own decorations as long as they are non-damaging to our surfaces.

### Are there any restrictions on decorations?

Yes. We ask you to respect the historic environment and fabric at all times – noting especially that no equipment, apparatus or materials should be dragged across the floor of the Hall; no nails, hooks, screws are to be driven into the fabric of the Hall, and that no reusable adhesive putty, drawing pins, glue, fixing sprays, adhesive tape or other temporary or permanent adhesive is used to affix anything to the fabric of the Halls. If in doubt – please clarify with us.

### Do you allow fireworks or Chinese Lanterns?

Unfortunately not, Fireworks and Chinese lanterns are a high fire risk. Sparklers or a fairy light display in the trees in the courtyard is a fantastic alternative.

### Is the venue pet Friendly?

Absolutely. Dogs are very welcome, we just ask they are kept on a lead and stay within the outside grounds and not inside the venue

### Is VAT included in the prices provided?

We are a registered charity and VAT exempt.

### Is there a designated smoking area?

Yes, we have designated outdoor smoking areas located within the grounds.

### Are highchairs available for children?

We do not provide these at the venue, these would need to be provided by yourselves or requested from your caterer.

### Can we use a drone?

These are permitted providing you apply for the relevant permits

### Do you have outdoor heaters

No, however these can be hired through one of our preferred suppliers.

### Do you allow Marquees/Yurks

Absolutely, however please note, the grounds of Llanthony Secunda Priory are a scheduled ancient monument. Temporary structures cannot be pegged into the ground, unless erected on the Inner Court Lawns, where small stakes at a depth of 30cm or less are permitted. Weights such as water bowsers and sand bags are preferred.

### Can inflatables be used in your outdoor space?

Unfortunately not, the use of inflatables and bouncy castles are not permitted due to the archaeology in the grounds and possibility of high winds.

### Can we use candles for centerpieces?

Candles can be used in the Henry Dene Hall on the tables as long as they are in a safe candle holder (a maximum of 3 candles per table is permitted). Due to the heritage of the Hall, candles are prohibited in the Lady Margaret Hall.

### Do you have a cloakroom facilities?

We do not have a cloak room, however we can provide a coat rack on request.