

EVENTS GUIDE

TOFFEE FACTORY 2021

Toffee Factory, Lower Steenbergs Yard, Ouseburn, Quayside, Newcastle upon Tyne, NE1 2DF info@toffeefactory.co.uk | 0191 375 9000



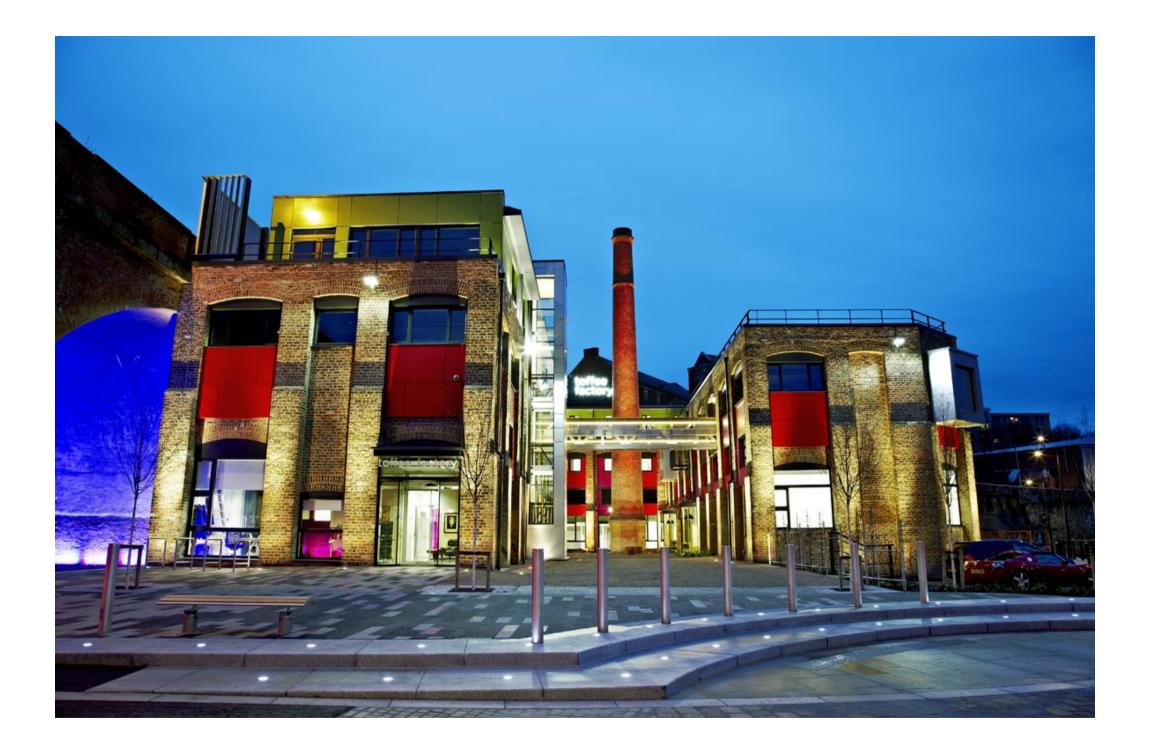
ABOUT

At the heart of Ouseburn Valley, a cultural hub in the centre of Newcastle, Toffee Factory has become a flagship location for the creative sector.

Toffee Factory is a beautifully refurbished building providing high quality, contemporary serviced office space for a range of digital and creative businesses, from start-ups in a shared workspace to larger offices for established companies.

Thoughtfully designed by local architects *xsite*, and furnished with both design classics and locally produced furniture and art work, it is an inspiring and stunning place to work and host events.

Adjacent to the Quayside, it is within walking distance of Newcastle City Centre and Railway Station, with good transport links by road and a frequent local bus, the Q3, dropping off near the door.





Toffee Factory: VENUE HIRE

The Event Space offers a contemporary event and networking space for private and public occasions. Free Wi-Fi is offered to all delegates, A/V equipment is provided at no additional fee, and with no fixed furniture, the layout is flexible and suitable for exhibitions, lectures, discussion forums, workshops and celebrations.

PUBLIC HIRE RATES

Full Day Morning Afternoon

OCCUPIER HIRE RATES

Full Day Morning Afternoon

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9am to 5pm	£350
9am to 1pm	£225
1pm to 5pm	£225
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9am to 1pm	£150
1pm to 5pm	£150

LAYOUT AND A/V

Toffee Factory is able to offer a variety of layouts and has a selection of moveable contemporary furnishings. Below are the maximum capacities for possible layouts.

Lecture style 70 Cabaret/Workshop

32 (4 tables seating 8) 36 (6 tables seating 6)

All A/V equipment is included within hire fees. The following is available:

- A laptop
- An HD ceiling-mounted projector (HDMI compatible) with integrated speakers



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Сс

¹ Locally roasted and ground by Ouseburn Coffee Company ² Assorted teas by Newcastle's Storm Tea

You are welcome to source you own catering when hiring the event space or the team can recommend suppliers to you.



REFRESHMENTS

offee ¹ (8 servings)	
a ² (6 servings)	

£12.00 £8.00

CATERING







BOOKING TERMS AND CONDITIONS

ROOM AND EQUIPMENT

Prices to hire the Event Space 9am and 5 pm Monday to Friday are as shown. Please note your booking is for the agreed hours only. Should your event run on longer you will be subject to a £100 +VAT per hour (or part thereof) charge. The hirer is responsible for all equipment during the period of the booking and for all the activities of the users of the room during the period of the booking. Toffee Factory holds no responsibility for the loss of any

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HEALTH AND SAFETY

The hirer is responsible for the registration of all users of the room during the period of the booking in accordance with Health and Safety Regulations. In the event of a fire or other emergency, the hirer is responsible for the safe exit of the users of the room during the period of the booking along the designated escape route. A full briefing will be provided to the named contact on the day of the event. In accordance with our Health and Safety procedures, you must report all accidents so they can be recorded in line with our policies.

PAYMENTS & CANCELLATIONS

All hires are payable in advance of the event. Cancellations must be made in writing and sent to info@toffeefactory.co.uk. If cancellation occurs within five working days of the booking, 50% of the full charge will be refunded. Cancellations before this time will qualify for a full refund. Orders, alterations and cancellations to catering requirements must be put in writing to a member of the Toffee Factory team no less than five working days before the date of booking.

OTHER

Toffee Factory is used as a workplace as well as an event venue. Please be courteous and respectful to other people working and using our facilities.

An evaluation form will be sent to the event organiser after the event. This is to help us improve our service. If at any time during the event, you are not totally satisfied with the service you receive from Toffee Factory please notify the team immediately and we will do our best to assist you.









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European Regional Development Fund 2007-13

PHOTO CREDITS Richard Kenworthy

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