



# EVENTS GUIDE

TOFFEE FACTORY 2021

Toffee Factory, Lower Steenberg's 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.



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# 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	9am to 5pm	£350
Morning	9am to 1pm	£225
Afternoon	1pm to 5pm	£225

## OCCUPIER HIRE RATES

Full Day	9am to 5pm	£225
Morning	9am to 1pm	£150
Afternoon	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







## REFRESHMENTS

Coffee <sup>1</sup> (8 servings)	£12.00
Tea <sup>2</sup> (6 servings)	£8.00

- <sup>1</sup> Locally roasted and ground by Ouseburn Coffee Company  
<sup>2</sup> Assorted teas by Newcastle’s Storm Tea

## CATERING

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



