

Conferences, Meetings & The Arts

*Norwich city centre's most prestigious venue
now has food and service to match!*



THE ASSEMBLY HOUSE

THE SETTING

One of the Most Prestigious Buildings in Norwich, Grade 1 Listed, Scheduled Ancient Monument

Wonderful Architectural Features

High ceilings, chandeliers, mouldings and cornices, balconies and spectacular fireplaces.

Secluded Garden, Fountain & Grand Hall

Great Location in the Heart of the City

Great Selection of Room Size and Style

On-Site Florist

Resident Specialist in Patisserie, Chocolates & Cake-Making

Great Mix of Menus

From finger buffets to fine dining, served in your room – we're very flexible, please ask!

Car Parking

The Assembly House has its own car park at the rear of the building with space for 40 cars.

Independent

It's unusual to find a venue in the city centre, with such extensive facilities, that is not part of a large corporate company. We have an excellent pedigree in hospitality, with Richard Hughes also owning the highly-acclaimed Lavender House Restaurant & Cookery School in Brundall and Iain Wilson behind Byfords Café, Deli and Posh B&B and The King's Head pub in Holt. In 2006 Richard and Iain formed a partnership to purchase The Pigs pub in Edgefield and this partnership has gone from strength to strength with The Assembly House becoming their second joint venture in June 2009.

WHAT WE CAN OFFER

The Arts

Established as a venue to service the Arts, The Assembly House is well versed in hosting everything from concerts and exhibitions to plays. The wide mix of rooms available is ideal for all sorts of art displays, from photographic exhibitions to 3D installations. Meanwhile, the lovely ballrooms are perfect for live performances and recitals, from comedy nights, talks and poetry evenings to classical concerts.

Conferences

The Assembly House has played host to all sorts of conferences, from product launches and presentations to team briefings and lectures. With its marvellous mix of versatile function rooms, it makes a wonderful backdrop for all manner of events, from a small get-together to a full company convention. Whether you're meeting for a matter of hours or holding a forum for a few days, The Assembly House is the perfect venue.

Meetings

The selection of suites at The Assembly House is suitable for all manner of meetings, from talks and seminars to awards ceremonies and company dinners. Whether you're holding a staff get-together or a business lunch, you'll find the facilities flexible, the service efficient and friendly, and the menus delicious. There is a whole host of function rooms available, suitable for everything from a get-together with a few colleagues to a full-blown business gathering.



SPECTACULAR ROOMS from which to choose

Whatever the occasion or size of your party, we have a stunning room for you.

THE MUSIC ROOM

With its stunning chandeliers, minstrels' gallery and resident Steinway grand piano, The Music Room is the most regal room in the House.

Benefitting from an abundance of natural light, this majestic suite provides a wonderful space for all sorts of corporate and social events thanks to its licensed bar, balconies, stage and dance floor.

Capacities

16m (52ft) x 8m (26ft) • 128 sqm(1352 sq ft)

Maximum capacity: 200

Formats

Theatre-style 200

Exam-style 50

Boardroom-style 50

U-Shaped 40

Dinner Dance 80

Banquet 80

Room height: 6m (19.5 ft)

Facilities

Stage 4.3m (14ft) x 8m (26ft) • PA system in room • Gallery • Grand piano

Mobile bar • Balcony • Disabled access

Room Rates 2011

£400 per day - 9am to 5pm

£300 per evening - 6pm to 11.30pm

THE NOVERRE BALLROOM & SECLUDED GARDEN

This beautiful ballroom makes a wonderful backdrop for larger occasions thanks to its high ceilings, crystal chandeliers and polished wooden floor. This fabulous space is decorated with paintings of the Noverre family from whom the room takes its name, and is where the people of Norwich first learned classical dance.

One of the largest function rooms in the city, the Noverre Ballroom is suitable for conferences, meetings and Arts events and benefits from its own entrance, staging and a private bar. It also has a pretty, enclosed garden which can be reached through French doors.

Capacities

20.6m (67ft) x 10.76m (35ft) • 222 sqm (2345 sq ft)

Maximum capacity: 300

Formats

Theatre-style 300

Exam-style 80

Boardroom-style 70

U-shaped 50

Dinner dance 140

Banquet 140

Room height: 6m (19.5ft)

Facilities

Stage 4.3m (14ft) x 8m (26ft) • PA system in room • Mobile bar • Hearing loop

Disabled access • Secluded garden area • Separate entrance

Room Rates 2011

£400 per day - 9am to 5pm

£300 per evening - 6pm to 11.30pm



HOBART ROOM

Named after the Hobart family who owned the House in the early 17th century and who built Blickling Hall in North Norfolk, The Hobart Room is an attractive function room located just off the Grand Hall. Perfectly proportioned for more intimate get-togethers and functions, its wonderful architecture includes a feature fireplace, period panelling and huge sash windows overlooking the courtyard and fountain.

The Hobart Room is ideal for business meetings, lunches and dinners and for small exhibitions.

Capacities

6.75m (22ft) x 6.46m (21ft) • 43.6 sqm (462 sq ft)

Maximum capacity: 50

Formats

Theatre-style: 50

Exam-style: 20

Boardroom-style: 24

U-shaped: 20

Banquet: 40

Room height: 3.8m (12.46ft)

Room Rates 2011

£150 per day - 9am to 5pm

£100 per evening - 6pm to 11.30pm

SIR EDMUND BACON ROOM

Thanks to its large windows, the Sir Edmund Bacon room benefits from plenty of natural light, making it an ideal space for lunches, meetings, business briefings and all sorts of other events.

Located on the first floor, this attractive function suite also has pleasant views of both the courtyard and the Noverre Garden and is also ideal as a break-out room or green room.

Capacities

4.61m (15 ft) x 10.75m (35 ft) • 49.55 sqm (525 sq ft)

Maximum capacity: 40

Formats

Theatre-style: 40

Exam-style: 15

Boardroom-style: 20

U-shaped: 20

Banquet: 30

Room height: 2.3m (7.5ft)

Room Rates 2011

£150 per day - 9am to 5pm

£100 per evening - 6pm to 11.30pm



Equipment Hire

Data Projector	£40
Projection Screen	£10
Overhead Projector	£15
Flipchart and Pens	£10
Marler Hayley Boards	£10
TV and DVD	£20
PA System	£10
Handheld Microphones	£20
Lapel Microphones	£20
Piano	£60
Dancefloor	£60
Catwalk	£80
Broadband Connection	£20 per day
Conference Phone	£30

FOOD & DRINK

Drinks *Available in your room.*

Teas, coffee	£1.95pp
Teas, coffee and home-made shortbread	£2.25pp
Teas, coffee and cake shop treats	£3.25pp
Mineral water	£2.95pp
Fresh orange juice	£7.50 per jug
Norfolk apple juice	£6.50 per jug

A full range of soft and alcoholic beverages can be served in your room on request.

FOOD

Breakfast *This can be served in your room or in the restaurant.*

Norfolk Squires' Full English

Dry-cured bacon, local sausage, tomato, mushroom, fried free-range egg, fried new potatoes (vegetarian option available)

Toast

Fresh fruit juice

Cereals, pastries and yoghurt

Coffee, tea

£12 per person

Quick & Easy

Bacon sandwiches

Fresh fruit

Tea, coffee, fruit juice

£5 per person

Continental

A selection of pastries, waffles, muffins and croissants

Preserves, honey

Yoghurt, cereals, fresh fruit

Fruit juice, coffee and tea

£7.50 per person



Lunch

Menu One

Simple sandwich platters to include:
Poached salmon and cucumber
Mature Cheddar and pickle
Honey-glazed ham and mustard mayo
Hummus and aubergine chutney
Roast chicken, Caesar dressing
Fresh fruit platter
£7 per person

Menu Two

Great British cheeseboard
Crackers, breads, pickles and chutneys
Local, award-winning pork pies
Cream cheese, spinach and red pepper tart
Continental-style salad leaves
Fresh fruit
Fresh fruit juices
Assembly House Victoria Sponge
£8.50 per person

Menu Three

Tortilla wraps with:
Coronation chicken
Baked ham, cherry tomato, mild mustard
Poached salmon, cucumber, dill mayo
Roasted peppers, feta and tapenade
Caesar salad
Fresh fruit platter
A selection of little homemade cakes from The Assembly House patisserie to include cup cakes, flapjacks, brownies and carrot cake
Fresh fruit juices
£10.50 per person

Conference Dining in the Restaurant

Two courses and coffee served in 45 minutes! Booking and pre-order essential

Menu One

Traditional, award-winning sausages, mash, greens and onion gravy
or Roasted pumpkin, spinach and pine nut risotto
Warm brownie ice cream fudge sundae
Coffee and tea
£11 per person

Menu Two

Roasted escalope of Scottish salmon, warm new potatoes tartare, orange and olive dressing *or* Warm Binham Blue Cheese, slow-roasted tomato tart
Fresh fruit, lemon white wine syllabub
Coffee and tea
£12 per person

Menu Three

Traditional roast free-range chicken, all the trimmings and roasted local vegetables
or Spiced chilli corn cakes, tomato chutney, roasted red onions
Bramley apple and sultana crumble, proper custard
Coffee and tea
£14 per person



ARTS, EXHIBITIONS & CONCERTS

For more than 60 years, The Assembly House has been one of the leading venues for the Arts in Norwich. Indeed, the promotion and support of the Arts are an original and integral part of the objective of the charity that was responsible for the refurbishment of the Georgian Assembly Rooms in 1950, and this remains so today.

Visual Art

The Assembly House has four areas for the exhibition of visual art:

The Noverre Gallery

The Hobart Gallery

The Gallery Cabinets

The Café-Bar's Exhibition Walls (by invitation only)

The Assembly House does make a nominal charge for exhibiting. Details of these charges and related costs are as follows:

The Noverre Gallery and The Hobart Gallery

For exclusive use of gallery space, an administration charge is made of £75 per week. A further 35% commission charge will be made on any item sold as part of the exhibition, including prints, postcards and publications. Non-exclusive use is occasionally available (*when the gallery might be made available for a third party reception, function or similar use*). Rates in this respect are negotiable depending upon usage.

Artists who wish to exhibit without selling their work are also welcome. In this case the gallery is hired at The Assembly House's standard commercial gallery hire rates at a maximum of £445 per week.

In addition, The Assembly House will continue to support community, educational and charitable organisations with their exhibitions.

The Gallery Cabinets

No charge is made as this space is prioritised for first-time exhibitors (repeat bookings are accepted if space is available) but, as with all galleries, a 35% commission is charged on sales.

Café-Bar – Exhibition Walls

By invitation only – no hire charge but a 35% commission charge will be made on all sales. We encourage artists to promote themselves and their works independently. If time allows, we will advertise the exhibition in The Assembly House Arts Programme & Brochure, on The Assembly House website and through the press as part of the House listings.

Preview Evening

We are happy to arrange Private View events. The Assembly House will design and print the invitations and send these to the artist's personal database by mail or email. We will also arrange the catering for the evening and there are two packages available:

Preview Catering One

Red or white wine or soft drink alternative, olives, cheese straws, salted corn nuts, garlic toasts.

£2.95 per person

Preview Catering Two

Sparkling wine or soft drink alternative, sweet and savoury canapés.

£5.95 per person

Please note that, whilst the galleries described above are the dedicated areas for exhibitions, any of the other rooms in The Assembly House, including the spacious and stunning Music Room and the elegant Noverre Suite, are available for displaying larger collections and exhibitions. Details of charges for these are available upon request.



PERFORMING ART

Concert Hire

The two major venues for concert use in The Assembly House are The Music Room and The Noverre Suite.

The Music Room

Maximum seating 200 theatre-style. This elegant, Georgian concert room has a concert platform and balcony. Concert hire includes the use of the Steinway Model C Grand Piano, the Green Room and PRS fees. Please note there is no theatrical lighting in this room. A standard public address system for speech and recorded music use only is available. Piano Tuning is also available and is restricted to the Assembly House tuner only - a separate charge of £65 is made for this.

The Assembly House does make a nominal charge for performances. Details of these charges and related costs are as follows:

Hire Charge

Week Days £260 per concert
Saturday/Sunday £405 per concert

The Noverre Suite

Maximum seating 300 theatre-style. This late Victorian room, which was built originally in 1866 as Noverre's Dance Studio, has a concert platform and the availability of a full theatrical lighting system (subject to an extra charge and use requirements). A standard public address system for speech and recorded music only is available. PRS fees and a Green Room are included. Raised rostrum seating is also available but please note this will reduce seating numbers by at least 100 subject to theatre layout.

Hire Charge

Week Days £290 per concert
Saturday/Sunday £415 per concert

Interval bars will be available at no extra charge and are fully stocked with a comprehensive range of beers, wines and spirits. To enhance your concert experience, The Assembly House can offer numerous ways of turning your event into an unforgettable occasion. For example, we can design and provide a full range of menus from pre-concert drinks and canapé receptions, pre-concert lunches or dinners, opera suppers, post-concert suppers and so on. All menus will be designed by our renowned Director/Chef Patron Richard Hughes.

Please note that smaller rooms are available for more intimate concerts with seating for up to 40 guests. Prices are available upon request.

The Assembly House continues to support community, educational and charitable organisations in the promotion of theatrical or musical presentations.

Box Office

The Assembly House offers the use of its dedicated Box Office at The Norwich Theatre Royal for ticket sales. This has a separate and dedicated telephone line: 01603 598688, with tickets printed, sold and dispatched and data collected exclusively for your event. A charge of 12.5% of ticket sales is made for this service. Use of the dedicated Box Office is not compulsory but we highly recommend this effective way of marketing your concert.

All concerts will be advertised on our website, in The Assembly House Arts Programme & Brochure (deadlines permitting) and also included in The Assembly House listings in the local press. However we recommend that you also strongly market your event – we will be happy to assist you with posters, leaflet printing and so on if required, subject to numbers and costs.



FINISHING TOUCHES

Flowers by Ali Calver

Our talented in-house florist Ali Calver can produce all sorts of stunning arrangements to enhance your meeting room, impress your guests or perhaps as presents for your colleagues. In addition, weekly arrangements can be purchased for your gallery space and can be styled to suit your exhibition.

Contact Ali on 01603 626402 or by email at: flowers@alicalver.com.

Chocolates by Julia Hetherton

Our other in-house talent is Julia who creates all the cakes, pastries and chocolates for The Assembly House. After the success of The Assembly House Cake Counter, Julia will be pleased to offer more ideas to suit your guests and clients. Maybe sweet treats for your meeting, personalised chocolates for your company event or cake-related prizes for your team building days? Can there be a better incentive?!

Contact Julia on 01603 626402 or at: chocolates@assemblyhousenorwich.co.uk

Extended Preview Dining

Before or after your Preview Evening, why not wine and dine close friends and family in style? Choose from our extensive menu options, served in your exhibition room, the restaurant or in one of the attractive private dining rooms, overlooking the courtyard, on the first floor. Contact Francesca on 01603 626402 or email: fran@assemblyhousenorwich.co.uk for more details.

HOW TO BOOK

For conference, meetings and the Arts bookings, please get in touch with the bookings team in any of the following ways:

By phone: 01603 626402

By email: admin@assemblyhousenorwich.co.uk

Online: www.assemblyhousenorwich.co.uk

Via Facebook: search – Assembly House, Norwich

Terms & Conditions – Conferences & Meetings

Provisional bookings are held for 14 days. The Assembly House requires signed confirmation of all bookings, together with the requested deposit (if applicable). All catering requirements, including final numbers, must be confirmed 14 days prior to the event. All deposits are non-refundable in the event of a cancellation. If a room is cancelled within seven days of the booked date, the client is required to pay the full room hire balance including any catering ordered. We ask that the remaining balance is paid within seven days of receiving the final invoice.

Terms & Conditions – The Arts

All artists wishing to exhibit at The Assembly House will be asked to attend a brief interview. Please bring at least three examples of your work to this meeting and our viewing panel will then assess your work. The Assembly House reserves the right to restrict and amend the content, the number of exhibits, the style of display and any other factor that The Assembly House team might feel will inhibit the satisfactory promotion of an exhibition. We will also advise on promotional material and the labelling of exhibits.





THE ASSEMBLY HOUSE

The Assembly House, Theatre Street, Norwich, NR2 1RQ