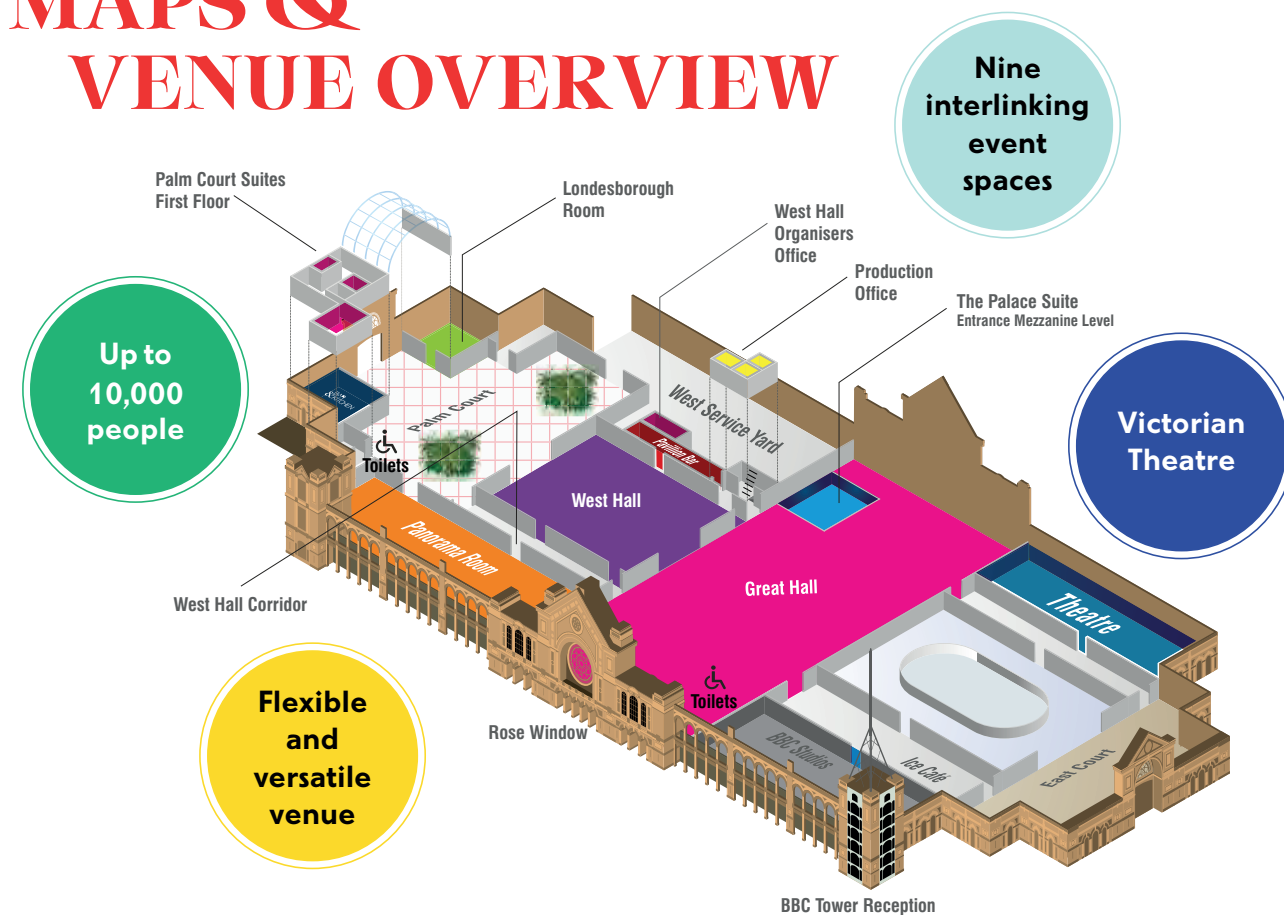


YOUR JOURNEY STARTS HERE...



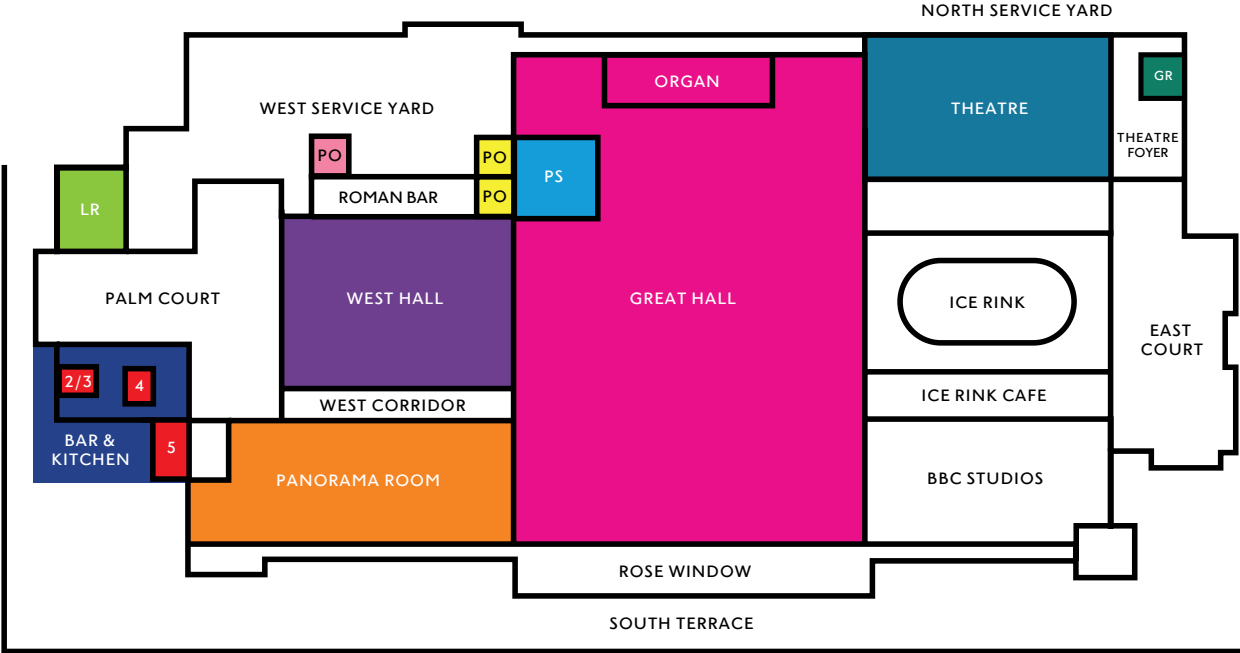


MAPS & VENUE OVERVIEW



ROOM DIMENSIONS

	THEATRE	GREAT HALL	WEST HALL	PANORAMA ROOM	PALACE SUITE(PS)	LONDESBOROUGH ROOM (LR)	PALM COURT 5	PALM COURT 2/3	PALM COURT 4
CAPACITIES									
Concert / Reception	1000	10,250	2,500	800	400	200	–	–	–
Theatre	850	7,000	2,500	800	360	170	40	25	15
Banquet	300	5,000	1,800	600	300	130	–	–	–
Cabaret	240	3,500	1,200	480	200	104	–	–	–
Classroom / Exam	–	2,000	1,000	270	80	60	–	–	–
Exhibition	–	4,250	1,850	750	400	60	–	–	–
Boardroom	–	–	–	–	–	–	25	15	10
FEATURES									
Carpeted area	–	–	–	✓	✓	✓	✓	✓	–
Blackout	✓	–	✓	–	✓	✓	–	✓	–
Natural daylight	–	✓	–	✓	–	✓	✓	✓	–
DIMENSIONS									
Height (max)	13.8m	25m	10.5m	3m	3.6m	7.3m	3.6m	2.4m	2.4m
Height (min)	–	14m	7.6m	–	3.1m	–	–	–	–
Length	25.2m	116.6m	62.8m	50m	26m	18m	10.2m	9.5m	7.1m
Width	18.8m	55.11m	43m	20m	14m	12m	8.2m	5m	5.1m
SQM Area	474m ²	6,426m ²	2,700m ²	1,000m ²	364m ²	216m ²	83.6m ²	47.5m ²	36.2m ²



KEY

UPPER LEVEL

LOWER LEVEL

PALM COURT SUITES

Located on upper level above The Bar & Kitchen only accessible via a flight of stairs. Room part of main event space and cannot be hired independently

GREAT HALL PRODUCTION OFFICES (PO)

Located on the upper level, access via the rear of the Great or West Halls

PALACE SUITE (PS)

Located on the lower level, access via the rear of the Great and West Halls

WEST HALL PRODUCTION OFFICE (PO)

Located on the ground level, access via the Roman Bar or West Service Yard

GRACIE FIELDS ROOM

Room part of main event space and cannot be hired independently



EAST COURT

VENUE HIRE PRICES

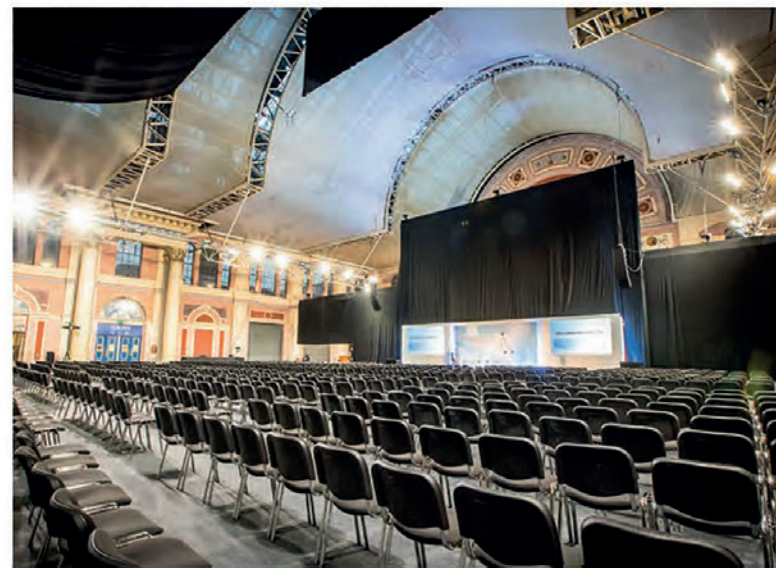
ROOM HIRE From January 2023	EVENT OPEN	BUILD DAY	HOURLY STAFFING* EVENT OPEN	HOURLY STAFFING* BUILD DAY
Theatre	£11,000	£5,500	£280	£90
Great Hall	£27,000	£20,000	£625	£185
West Hall	£17,000	£10,500	£450	£175
Panorama Room	£4,000	£2,500	£330	£120
BREAKOUTS				
Palace Suite	£2,000	£1,200	£124	£56.00
Londesborough Room	£1,500	£900	£124	£56.00
OUTDOOR BREAK OUT SPACE				
Terrace	£2,100	£2,000		

*Staffing prices are based on a private corporate event. Subject to your risk assessment and floor plans. Additional staffing charges may apply. All staffing rates need to be based on a minimum of 6 hours and all staff need to be booked one hour prior and one hour post event open.

- Room hire is based on a maximum of 12 hours per build and event day (subject to requirements and room)
- Non-exclusive use of Palm Court and East Court for registration and/or additional catering area
- Complimentary public Wifi
- 1,200 parking spaces on site
- Assigned Event and Catering manager

Bespoke packages are available. All prices quoted are exclusive of VAT and subject to change.







PANORAMA ROOM

CONFERENCES

DDR package 1

Spaces: Great Hall / West Hall
Minimum of 1800/600 delegates, subject to each room's minimum numbers

Our full day DDR starts from £69 plus VAT per person and includes

- Hall hire (access up to 12 hrs)
- Use of Palm Court for your registration and catering
- 3x servings of tea / coffee
- Selection of bacon, sausage or egg baps
- Mini danishes
- Traditional working lunch
- Biscuits and cake selection
- Mineral water
- Staffing as required by the venue

Add Ons:

- Breakfast baps (bacon, sausage or egg) - £4.10 each
- Pastries - £2.90 each
- Biscuits - £0.70 each
- Post event drinks reception - 45 minutes of unlimited bottled beers, house wine and soft drinks - £9.95 per person
- Post event canapés – choice of 6 canapés - £17.00 per person

DDR package 2

Spaces: Victorian Theatre
Minimum numbers: 250 delegates

Our full day DDR starts from £72 plus VAT per person and includes

- Theatre hire (access up to 12 hrs)
- Theatre foyer
- Non-exclusive use of East Court for registration, catering area
- 3x servings of tea / coffee
- Selection of bacon, sausage or egg baps
- Mini danishes
- Traditional working lunch
- Biscuits and cake selection
- Mineral water
- Lighting
- Integrated PA system
- Assigned event & catering manager
- Staffing as required by the venue

Add Ons:

- Breakfast baps (bacon, sausage or egg) - £4.10 each
- Pastries - £2.90 each
- Biscuits - £0.70 each
- Post event drinks reception - 45 minutes of unlimited bottled beers, house wine and soft drinks - £9.95 per person
- Post event canapés – choice of 6 canapés - £17.00 per person

BANQUETING

Package 1

Spaces: Great Hall / West Hall

Minimum of 1800/600 delegates, subject to each room's minimum numbers

Our Banqueting packages start from £93 plus VAT per person and includes:

- Hall hire (access up to 12 hours)
- Use of Palm Court for your drinks reception
- 45 minutes drinks reception (beers, wine and soft drinks)
- 3 course banquet
- ½ bottle of house wine
- Tea, coffee and mints
- Staffing as required by the venue

Upgrades:

- Drinks packages available from £9.95 per person
- Canapés reception from £17.00 per person

Package 2

Spaces: Victorian Theatre

Minimum numbers: 250 guests

Our Banqueting packages start from £95 plus VAT per person and includes:

- Theatre hire (access up to 12h)
- Exclusive Theatre foyer
- Non-exclusive use of East Court for registration, catering area or drinks reception
- 45 minutes drinks reception (beers, wine and soft drinks)
- 3 course banquet
- ½ bottle of house wine
- Tea, coffee and mints
- Lighting and Sound
- Assigned event and catering manager
- Staffing as required by the venue

Upgrades:

- Drinks packages available from £9.95 per person
- Canapés reception from £17.00 per person



CATERING

An extensive list of all menus can be provided by the Alexandra Palace catering team on request.

Taste of Ally Pally – in house:

3 course banquet	£55.00
2 course banquet	£45.00
BBQ menu	£28.00
Tea/coffee	£3.80
Tea/coffee/biscuits	£4.90
Traditional working lunch	£16.95
Finger buffet - seven items	£18.95
Fork buffet - two main dishes	£18.95
Fork buffet - three main dishes	£26.50
4 bowl foods	£20.80
Breakfast Baps	£4.20
6 canapés per person	£17.00
8 canapés per person	£22.50

All prices quoted are plus VAT



IN HOUSE CATERING SAMPLE MENU

Starter

Duck carpaccio with thai asparagus, red cabbage mousse and plum sauce
Baked tomato galette with goats cheese, olive tapenade and pumpkin seed

Main

Slow cooked rib of beef, red wine jus, dauphinoise potatoes, baby spinach and heritage carrots
Celeriac and wild mushroom bouchees in a creamy tarragon sauce

Dessert

Rhubarb, pear, walnut and ginger crumble tart, with crème anglaise

Fork Buffet

Beef in Guinness casserole with herb scone
Rosemary braised leg of lamb with seasonal veg
Char grilled salmon, chinese leaf, bok choi and bean shoots
Lemon Sole veronique
Pumpkin and sage cannelloni with savoy cabbage and tarragon cream
Mushroom ravioli, mascarpone, pesto and shaved parmesan

Canapé's

Mini venison wellington with a cranberry compote
Carpaccio of scotch beef on toasted brioche with beetroot compote
Seared scallops with pea puree on a chorizo bilini
Thai marinated tiger prawns with honey and ginger yoghurt
Wild mushroom and celeriac bouchees
Whipped goats cheese with cranberry and basil jam



THE CHOSEN ONES



Bubble Food

Kathryn Perceval-Price
Event Sales Manager
020 7703 2653
kathryn@bubblefood.com
www.bubblefood.com



Moving Venue

Skye Thompson
Event Sales Executive
020 8691 6661
greatfood@movingvenue.com
www.movingvenue.com



Kerb

Alana Buckley
Head of Events
07726 447 403
alana@kerbfood.com
www.kerbfood.com



By Word of Mouth

Rick Perry
Director
020 8871 9566
rick@bywordofmouth.co.uk
www.bywordofmouth.co.uk

Production



Encore Global

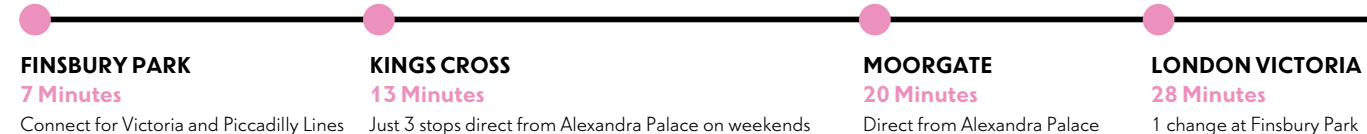
Alex Bingham
Technical Production Director
07714 136 626
alexandra-palace@encoreglobal.com
www.encoreglobal.com



Claritas AV

Matt Bates
Director
07841 197 244
matt@claritas-av.co.uk
www.claritas-av.co.uk

TRAVEL



By RAIL

Alexandra Palace overground station is on the Great Northern Line and runs from Moorgate to Hertford North with easy access into central London.



By UNDERGROUND

Wood Green is the nearest Tube station on the Piccadilly line and only 3 stops from Finsbury Park.



By BUS

The W3 bus route picks up from Wood Green and Finsbury Park underground station. There are alighting points at Alexandra Palace Ice Rink for direct access to the venue.



BY ROAD

Alexandra Palace is 1 mile from the North Circular (A406) and 5 miles from Junction 2 on the M1 Motorway. Junction 25 is the nearest access to the M25 and is just 8 miles away. An easy route from the City is the A10 then west onto the A109. If you are using a satellite navigation service, the postcode is N22 7AY.

Great
transport
into central
London

1200
parking
spaces
on site

Shuttle
buses
available

ACCOMODATION

The link below can be used to book hotels local to the Venue

<https://www.alexandrapalace.com/visitor-information/accommodation/>

LET'S GET SERIOUS

- Subject to the event profile, additional security may be required and will need to be booked through Alexandra Palace and paid for by the Client. In order to provide an accurate quote the Client is required to provide additional information including artist performing, an event profile, method statement, and risk assessments.
- For electrical connections and electrical standby cover, please refer to our Electrical Rate Card
- All artists performing at the event need to be agreed and approved by Alexandra Palace.
- If a police presence is required at the event, all costs are to be covered by the Client.
- Shuttle Bus Hire (if required) is an additional charge of £650+VAT per 84 seater shuttle for an 8 hour period.
- All production, decoration and entertainment is the responsibility of the Client. This includes stage, acoustic draping, PA, lighting, crowd control barriers and carpet. Alternatively Alexandra Palace can create a bespoke quote. Please forward a detailed production brief to your Account Manager.
- Outback Rigging must facilitate all rigging points. Your production company can contact Outback Rigging directly on 020 8993 0066.
- The Client agrees to provide ticket sale numbers to PRS. All PRS or PPL charges are to be covered and paid for by the Client. (PRS estimate is 3% of net box office ticket sales.)
- Insurance cover to be supplied on written confirmation of your event. Public liability insurance up to the value of £10 million will need to be provided by the Client.
- The profile of the event, event management plan, risk assessment, fire risk assessment and floor plan will need to be provided at least 12 weeks prior to the event date. A Health and Safety Officer may need to be hired in by the Client.
- Holding Monies will be required prior to the event and these will be held against any final services or damages. Monies will be refunded (if not required) 14 days after the event. All monies are required prior to tenancy. A payment schedule will be agreed with your Account Manager.
- 10% commission is paid on NET pre-contracted hall hire and catering only.
- Should you choose a preferred caterer, all your negotiations with regards to food and beverages will be with your chosen partner caterer and a separate contract will need to be arranged directly. Alexandra Palace accepts no liability.
- All prices quoted in this document are exclusive of VAT and subject to change without prior notice.
- No contract is deemed to be formed between either party, until a signed contract is returned
- To support with the increasing energy costs, a utility fee of £1,500 plus VAT will be applied to all Live Event days part of your tenancy
- Car parking charges will apply from 2023
- As a charity Ally Pally relies on events to generate the income needed to care for and improve the Park and Palace. Find out how you can support here
- Alexandra Palace is accessible to all. In 2020 we were awarded Silver Standard by Attitude is Everything. Find out more here

Why not have a tour inside the venue - follow
the link to our Virtual Tour :

[CLICK HERE](#)

ALEXANDRA
PALACE

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N22 7AY

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www.alexandrapalace.com