

FUNCTIONS AND EVENTS AT JACKSONS LANE

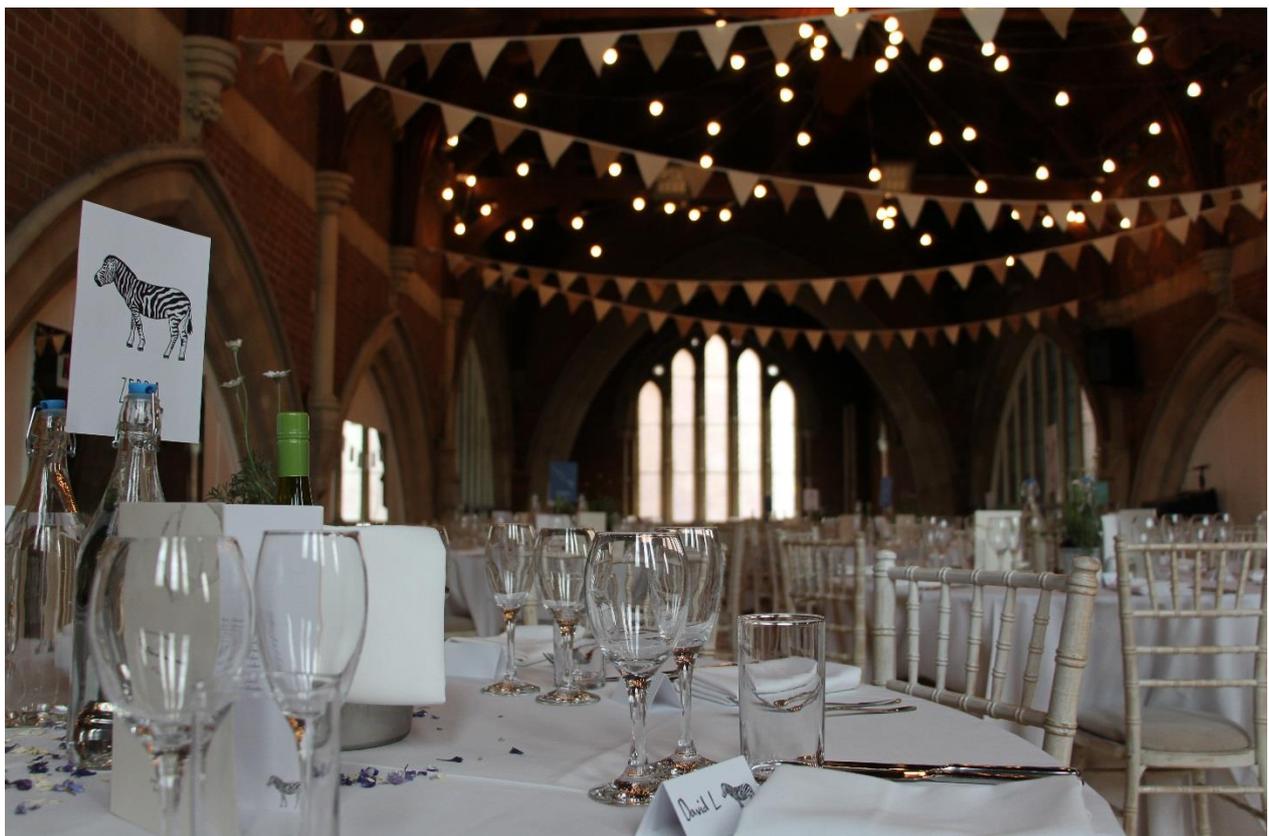


Functions and Parties are booked in Studio 1 between 12:00-23:00. This accommodates a variety of function timings including afternoon wedding receptions, evening parties and even afternoon tea!

Due to our regular classes and courses, functions in Studio 1 are only available on Saturday nights. Exceptions may be made on a case-by-case basis.

Studio 1 is over 120ft long and suitable for up to 110 people; it has more than enough space for your guests to sit, eat, drink and dance together with room for bands and a DJ to perform.

When you book your event with us you have the option to either set up the space yourself or to use our packing up/taking down service. To make this space truly spectacular, for a small additional charge, our fantastic theatre technical team can provide striking lighting which will wow your guests. Please contact us to get a quote for these additional services.



FREQUENTLY ASKED QUESTIONS

1. Q. HOW MUCH IS IT TO HIRE STUDIO 1 FOR MY EVENT?

A: The flat hire rate is £800 (no VAT is charged on space hire). This fee includes:

- Exclusive access of Studio 1 from 12:00 – 23:00 on the day, plenty of time for set up and your event
- In-house tables & chairs, including 20 rectangular trestle tables (6ft long x 2.5ft high), 10 round banquet tables (5ft diameter X 2.5ft high), and 80 gold folding chairs
- PA System
- Festoon Lights

Please speak to our booking team for a prorated hourly quote if you are looking to host a function for only a few hours.

2. Q. CAN I PROVIDE MY OWN ALCOHOL?

A: There are a few options for provision of alcohol at your reception, either served from our permanent foyer bar or mobile pre-paid bottle-only bar in Studio 1:

- You are welcome to supply your own alcohol and soft drinks, with a £9 per item corkage fee. If you would like a member of staff to serve the drinks, there will be an additional staffing fee of £12.50 + VAT per hour.
- We can open a foyer cash bar where the guests pay for their own drinks. The only costs to you is a £12.50 + VAT per hour fee for a member of bar staff, as well as ice and glass hire. The ice cost is a flat fee of £20 and glass hire is 50p per glass.
- If you pre-pay a minimum of £400 and either pre-order alcohol/soft drinks (including Prosecco for a reception or toast and table wine) or leave it as money behind the bar, we can provide bar staff, ice and glass hire free of charge. Should you wish to pre-order a fixed amount of beverages then transition to a foyer cash bar that is absolutely no problem! As long as a minimum of £400 is pre-paid, we would be happy to include staffing, ice and glassware at no additional charge.

3. Q. WHAT ARE MY OPTIONS FOR CATERING?

A. Jacksons Lane has carefully selected a range local caterers for weddings and events who will be able to meet a wide range of tastes and budgets. Options include canapés, bowl food, buffets, plated meals and even afternoon tea. We've gone to great lengths to find the best in terms of quality and value from:

Café Hoop
[Honey & Thyme](#)

These approved caterers have been vetted by our team and only these are allowed to operate at Jacksons Lane.

If you require any bespoke catering needs, including accommodating dietary restrictions, please contact us and we would be happy to point you to the right caterer.

4. Q. ARE ALL THE TABLES, CHAIRS, CROCKERY AND GLASSES INCLUDED IN THE FEE?

A: We have twenty trestle tables (6ft long x 2.5ft high) and ten round tables (5ft diameter X 2.5ft High), and are available included in the hire price. We also have 80 gold folding chairs, however you are welcome to bring or rent your own. These items are included in the fee but all hirers must check availability before booking so that we know your requirements.

If you are looking to host a less formal reception, we also have eight round bar-height poseur tables (110cm High x 60cm Wide) that we can hire as a set of five for **£50.00 + VAT** or as a set of eight for **£70 + VAT**.

Availability permitting, Jacksons Lane staff can assist with the Set-up and Clean –down of your event. Set-up of the space is **£100.00 + VAT** and Clean-down is **£100.00 + VAT**. Please discuss your set-up needs with the hires team. If you choose not to have either set-up or clean down, then it is your responsibility to set-up the tables and chairs and to return them to their original place when you are finished.

All glassware for beverages are provided by Jacksons Lane, either at no additional fee with a minimum £400 bar order or at 50p per glass. Crockery, cutlery and table linens are not provided by Jacksons Lane and are instead included in the catering costs of our accredited caterers.

5. Q. HOW MUCH IS THE ADDITIONAL CHARGE FOR THE TECHNICAL TEAM TO PROVIDE THE LIGHTING AND TECHNICAL HELP?

A: For dramatic lighting of the arches and windows in Studio 1, let our trained lighting team make your event magical! Basic event lighting is **£30.00 + VAT**.

If you would like a technical consultation to discuss extras or additional equipment hire/assistance, it will be charged at **£27 per hour + VAT**. Unless arranged prior to the event, there will be no technical support on the night.

6. Q. CAN WE DROP OFF EQUIPMENT BEFORE THE DAY OR HAVE A TRIAL-RUN SETTING UP?

A: Availability permitting, we can arrange a trial run or equipment drop-off. Price may vary depending on the time required for a set-up and the frequency of bookings at Jacksons Lane at the time.

7. Q. ARE THERE ANY SPECIFIC RULES ABOUT USE OF STUDIO 1?

A: We do not allow stilettos as they damage the dance floor or helium balloons due to the ceiling height.

8. Q. HOW DO I BOOK DATES WITH JACKSONS LANE?

A: Please contact us to arrange a viewing of the space, to discuss availability or to make a booking!

By phone: 020 8340 5226

By email: admin@jacksonslane.org.uk or directly to the booking team member you have spoken to.

See our website for further details and images: <https://www.jacksonslane.org.uk/space-hire/weddings-and-functions>