

## Profile

The Art's Centre is a converted farm which now houses a 110 seat theatre, gallery, recording studio, artists studios, art workshops, function rooms and bar. The complex of buildings although substantially improved and updated still maintains a farm feel with original stonework and courtyard.

The Art's Centre provides a wider range of community based arts activities and supports over 40 regular user groups as well as presenting professional theatre, exhibitions, festivals and music. In addition there are seven studios located around the courtyard occupied by professional artists. Situated in the heart of Washington, the Arts Centre is both accessible for locals as well as for people from further a field and attracts over 1500 visitors every week. Set in open grounds the Arts Centre provides ground floor access to all public events and facilities. Free parking is provided and there are nearby links with regional and local bus services.

## History

North Biddick Farm was over a hundred years old and derelict prior to the Washington Development Corporation first developed it as an Arts Centre in 1972. Biddick Farm Arts Centre, as it was called, flourished whilst funding was focused on Washington as a New Town. The City of Sunderland took over the running of the arts centre in 1988 and introduced a new programme of investment. In 1997 the arts centre was awarded a lottery grant from the Arts Council of England which has been invested in the arts programme and building work which strengthen the significance of this cultural venue into the new millennium.



## **TERMS AND CONDITIONS.**

These terms and conditions apply to any function booking to be held at The Courtyard.

1. On confirmation of your booking at The Courtyard we require a reservation deposit of £200 per booking. Should you cancel your booking outside the time stated in the conditions below, this money will be forfeited unless an alternative booking is made at the venue.
2. If you cancel your booking at The Courtyard for any reason a cancellation charge will be made as detailed below. The Courtyard will make every effort to re-organise the date however, this may not always be possible.
3. Cancellation charges: - This is based on the revenue which The Courtyard expects to receive from your booking, calculated on the average spend of your guest determined by two previous bookings similar to your own.
  - (i) Cancellation within 10 but not more than 6 weeks of the function – 25% of the expected revenue.
  - (ii) Cancellation within 6 but not more than 4 weeks of the function – 50% of the expected revenue.
  - (iii) Cancellation within 4 but not more than 2 weeks of the function – 75% of the expected revenue.
  - (iv) Cancellation within 2 weeks of the function – 80% of the expected revenue.
4. We require to be notified of the final numbers for your function 72 hours prior to the function. These will be the minimum numbers charged notwithstanding the actual numbers of guests present at the function.
5. No alcoholic beverages of any kind are permitted to be brought onto the premises by guests or clients without prior agreement from the management in writing. In all cases a corkage charge will be made. \*
6. Any party will be liable for the cost of any repairs carried out as a result of any damage caused to any part of the premises by negligence, wilful act or default of any person invited by you or on your behalf to The Courtyard.
7. All function bookings are to be paid in full prior to the date. Cash or credit cards will be accepted up to the date of the function however, cheques must be received a week prior to the date.
8. The prices quoted are those at the time of print and are subject to annual increase in the January of each year and subject to a change in the rate of V.A.T. All prices are inclusive of V.A.T. with the exception of conferences.

### **\*Corkage Charges**

Each bottle of table wine - £3.50 per bottle  
Each bottle of sparkling wine - £5.50 per bottle  
Each bottle of champagne - £10.00 per bottle



As an independent operator we can offer maximum flexibility in providing menus for your wedding breakfast. Rather than offer set packages we can offer you the organiser the opportunity to construct a menu of your choice.

### **3-course menu**

Choice of soup

\*\*\*\*\*

Choice of roast

\*\*\*\*\*

Served with Yorkshire pudding seasonal vegetables & two potatoes

\*\*\*\*\*

Choice of dessert

\*\*\*\*\*

Coffee

£ 14.95

(plus supplement where applicable)

Alternatively you can personalise the menu further by selecting an alternative starter or main course (supplements may apply). A further course may also be added to create a four course menu subject to supplementary charge.

### **Sample 3-course menu**

Melon & prawn salad with grenadine mayonnaise (£1.50)

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Chicken wrapped in bacon with a leek & mushroom crumble (£2.50)

\*\*\*\*\*

Chocolate mousse

\*\*\*\*\*

Coffee

Total price £14.95 + £1.50+ £2.50

= £18.95 per head



### **Soup Selection**

Cream of tomato

\*\*\*\*\*

Vegetable broth

\*\*\*\*\*

Cream of white onion

\*\*\*\*

Cauliflower & cheddar

\*\*\*\*

Leek & potato

\*\*\*\*

Asparagus (£1.00 supp)

\*\*\*\*

French onion with Gruyere cheese crouton (£1.00 supp)

\*\*\*\*

Bubble & squeak with crispy bacon & black pudding croutons (£1.50 supp)

### **Starter Selection**

Melon & prawn salad with grenadine mayonnaise (£1.50 supp)

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Caesar salad with Parmesan curls and lardons of bacon (£1.50 supp)

\*\*\*\*

Goat's cheese & red onion parcel with baby leaf spinach salad (£1.75 supp)

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Half melon with sorbet (£1.75 supp)

\*\*\*\*

Marinated chicken skewers with a lightly spiced tomato & onion salad (£2.50 supp)

\*\*\*\*

Duck and mango salad with a sweet chilli sauce (£2.50 supp)



### **Choice of hand carved roast**

Topside of beef served with horseradish sauce

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Leg of pork served with apple sauce

\*\*\*\*

Turkey breast served with cranberry sauce

\*\*\*\*

Leg of lamb served with mint sauce (£1.00 supp)

### **Additional Mains**

Slow roast hock of lamb with onion gravy & mashed potato  
(£2.50 supp)

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Chicken wrapped in bacon with a leek & mushroom crumble  
(£2.50 supp)

\*\*\*\*

Roast pork belly with bacon and cabbage and sweet apple cider chutney  
(£2.50 supp)

\*\*\*\*

Roast rib of beef with venison and black pudding toad in the hole  
(£2.50 supp)



### **Vegetarians Main Courses**

Goats cheese tart, asparagus, red onion marmalade petit vegetable ragu

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Mozzarella and Mediterranean vegetable tart with a pesto dressing

\*\*\*\*

Nut roast & onion gravy

### **Choice of Desserts**

Crème brulee

\*\*\*\*

Chocolate mousse

\*\*\*\*

Passionfruit cheesecake

\*\*\*\*

Eton mess & raspberry sauce

\*\*\*\*

Fresh fruit salad & brandy snap basket filled with ice cream

\*\*\*\*

Profiteroles & hot chocolate sauce



## **Buffet Selector**

Create you own finger buffet from:-

A Selection of freshly cut sandwiches

Chicken satay skewers

Mini vegetable cracker spring roll

Mini Indian selection

Wings of fire

Seasoned golden potato wedges

Vegetable crudities and a selection of dips  
(Celery, carrots, cucumber, red and green peppers)

Plaice goujons with a tartare dip

Roast potatoes

Mini assorted mini quiches

Mini traditional Cornish pasties

Oriental sesame toast

Breaded garlic mushrooms

Pork pies

Sausage rolls

Mini savoury eggs

Accompanied by tortilla chips and dips and crisps

Choose five from the above £6.95

Choose eight from the above £9.95

Choose twelve from the above £12.95



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## **Additional options**

Mixed salad

Coleslaw

Savoury rice

Potato salad

£2.50 per person

Bread selection

£1.50 person

Dressed salmon and seafood platter

£2.75 per person

## **Hot selection**

Chilli and rice

Chicken curry, rice and puppodoms

Lasagne

Choose one of the above £2.95 per person

## **Desserts**

Profiteroles and hot *Mars*<sup>TM</sup> chocolate sauce

Gateau

Cheesecake

Choose two of the above £2.75 per person

## **Something Different**

Hot beef baguettes

Bacon butties

Sausage baguettes

Choose one from the above accompanied by a chip packet

£4.95 per person

Available as an addition to a buffet or individually



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## **Exclusive Buffet**

Honey and mustard roast ham

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Chilli con carne

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Chicken satay

\*\*\*\*\*

Filo king prawns

\*\*\*\*\*

Dressed salmon and seafood platter

\*\*\*\*\*

Indian selection

\*\*\*\*\*

Vegetable crudities

\*\*\*\*\*

Mixed vegetable pasta

\*\*\*\*\*

Savoury rice

Boiled rice

Seasoned golden potato wedges

Potato salad

Caesar salad

Katchumber salad

\*\*\*\*\*

Bread selection

\*\*\*\*\*

Cheeseboard

\*\*\*\*\*

Fresh fruit kebabs

All of the above £17.95 per person



### **Fork Buffet Number 1**

Chilli con carne  
 Rice  
 Garlic French bread  
 Wings of fire  
 Indian selection  
 Seasoned golden potato wedges  
 Mini assorted mini quiches  
 Tortilla chips and dips  
 £ 7.95 per person

### **Fork Buffet Number 2**

Garlic French bread  
 Seasoned golden potato wedges  
 Meat Platter  
 Honey roast ham and mustard  
 Roast beef and mustard  
 Roast turkey and stuffing  
 Salad Bar  
 Rice  
 Coleslaw  
 A selection of salads  
 A Selection of flavoured mayonnaises  
 Bread selection  
 £9.95 per person

### **Fork Buffet Number 3**

Hot Selection  
 Lasagne  
 Garlic French bread  
 Seasoned golden potato wedges  
 Seafood Selection  
 Mixed Seafood  
 Meat Platter  
 Honey roast ham and mustard  
 Roast beef and mustard  
 Roast turkey and stuffing  
 Salad Bar  
 Rice  
 Boiled Potatoes  
 Coleslaw  
 A selection of salads  
 A selection of flavoured mayonnaises  
 A selection of cheese and biscuits  
 £11.95 per person

### **Barbeque Buffet**

Served in the courtyard  
 Beef quarterpounder & sesame seed bun  
 Sausages  
 Meat kebabs  
 Barbeque roast chicken  
 Barbeque spare ribs  
 Garlic French bread  
 Katchumber salad  
 Mixed salad leaves  
 Seasoned golden potato wedges  
 A selection of flavoured mayonnaises and  
 sauces  
 £ 9.95 per person

Vegetarian options available upon request

### **AVAILABLE SUMMER MONTHS ONLY**

An alternative buffet should be booked in case of inclement weather



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### **Drinks package 1**

#### Reception drink

A glass of sherry or whisky or  
A glass of house wine or  
A glass of orange juice

#### With your wedding breakfast

A glass of red or white house wine

#### For the toast

A glass of sparkling wine

£6.95 per person

### **Drinks package 2**

#### Reception drink

A glass of Pimms or  
A bottle of beer or  
A glass of orange juice

#### With your wedding breakfast

A glass of red or white house wine

#### For the toast

A glass of sparkling wine or  
A glass of champagne (£2.00 supp)

£7.95 per person

### **Drinks package 3**

#### Reception drink

A glass of Bucks Fizz  
A glass of sparkling wine or  
A glass of orange juice

#### With your wedding breakfast

A glass of red or white house wine

#### For the toast

A glass of sparkling wine or  
A glass of champagne (£2.00 supp)

£9.95 per person

### **Childrens drink package**

#### Reception drink

A glass of orange juice, coke or lemonade

#### With your wedding breakfast

A glass of orange juice, coke or lemonade

#### For the toast

A glass of lemonade  
£2.95 per person



## Wedding etiquette

The following is intended to be a guide and by no means has to be followed.

### Receiving the guests

The reception should consist of the following people: -

- The Bride's Mother
- The Bride
- The Bride's Father
- The Bridegroom
- The Bridegroom's Mother
- The Bridegroom's Father

### Top table seating arrangement

|          |                           |                   |                   |       |       |                   |                   |                        |
|----------|---------------------------|-------------------|-------------------|-------|-------|-------------------|-------------------|------------------------|
| Best Man | Bridesmaid<br>or<br>Usher | Groom's<br>Father | Bride's<br>Mother | Groom | Bride | Bride's<br>Father | Groom's<br>Mother | Rest of<br>Bridesmaids |
|----------|---------------------------|-------------------|-------------------|-------|-------|-------------------|-------------------|------------------------|

The above is just a guide and by no means must be followed

Before the meal commences the Best Man may call upon nominated guests  
 i.e. Clergyman or Senior Relative to say grace.

### Order of speeches

1. The Best Man should call for order, prompt the Bride's Father to rise and propose the Toast 'The Health and Happiness of the Bride and Bridegroom'.
2. The Bridegroom then responds on behalf of his wife and himself, thanking the gathering for their good wishes – especially their parents - and finalising his speech by proposing a 'Toast to the Bridesmaids'.
3. The Best Man responds on behalf of the Bridesmaids, and then continues, making his speech as light and humorous as possible.
4. One of the senior guests or a relative of the Bride or Bridegroom can give an additional speech, to supplement the other speeches.
5. The speeches will conclude with the Best Man opening telegrams and greeting cards, which he will then pass to the Bride, who will take them with her on departure.



## Conferences

### On arrival

Tea or coffee and a bacon roll  
 or  
 Tea or coffee and a Danish pastry

£2.95 per person

### Buffet Lunch

#### Hot selection

Chicken curry and puppodoms  
 Lasagne  
 Barbeque roast chicken  
 Penne pasta in a tomato sauce  
 Tempura battered vegetables

Rice

Boiled potatoes

#### Salad bar

Coleslaw

Potato salad

Mixed salad leaves

Katchumber salad

A selection flavoured mayonnaises

£ 10.95 per person

### 3 – Course Lunch

#### Homemade soup

A choice of one from

Tomato

Leek and potato

Seasonal vegetable

#### Hand carved roast

A choice of one from

Roast pork and apple sauce

Roast turkey and cranberry sauce

Roast beef and Yorkshire pudding

#### Dessert

A choice of one from

Fresh fruit salad and ice cream

Hot toffee apple crumble and cream

Profiteroles and hot *Mars*<sup>TM</sup> chocolate sauce

£ 14.95 per person

## Package offers

Buffet lunch with arrival package £10.95 per person

3 – course lunch with arrival package £14.95 per person

Alternatively lunch may be ordered from the bar menu. A pre-order will be required.

## Beverages

Tea or coffee £1.25 per person

Strathmore still or sparkling water (per 330ml) £1.00 per bottle

Prices quoted are on a per session interval basis. Complimentary top-ups apply.



## Venues

### The Granary Suite

Situated on the first floor the granary suite is suitable for both conferences and meetings.

Maximum capacity 80 persons

### The Low Barn

Situated on the ground floor the low barn is suitable for larger conferences and parties.

Maximum capacity 120 persons

### The Theatre

Situated on the ground floor, the theatre is a multi-purpose venue, ideal for conferences, weddings, birthday parties and other celebrations.

Suitable for theatre style conference up to 110 persons utilising tiered seating. Conference style up to 80 persons or alternatively cabaret layout up to 80 persons.

The theatre can also be utilised for a variety of other events including live performances

