

LONGLEAT FOR BUSINESS

The Longhouse at Longleat

Ground Floor Event Space: Approx. 676 m² (35m x 18m)

The Space

Building comprises: Open plan event space, kitchen, communications room, green room (with WC), bathroom facilities, entrance way and cloakroom, storage rooms, table top bar, outdoor landscaped area with patio and furniture, complimentary Wi-Fi as standard

Access

Main entrance is via pathway (slight decline, wheelchair-friendly) or steps leading from the coach and car parks. There is ramp access at the rear of the building (North side) and bi-fold doors (East side) for alternative access i.e. vehicle, furniture, installation, backstage crew, catering etc...

Facility fee: £4,500 (individual requirements can be discussed)

Day hire: 8AM until 5:30PM

Evening hire: 6PM until 12AM

Supplementary hours charged £120 per hour

Capacities

Dinner Dance: 240 delegates with dance floor and drinks reception area

Theatre Style: 350 delegates

Cabaret: 200 delegates, potentially higher numbers dependant on room layout

Dinner: 280 delegates, potentially higher numbers dependant on room layout

Exhibitions: 36 stands (3m x 3m)

Fun Day: 300 guests+ (catering for larger numbers can be arranged with sittings or rolling service)

Reception: 500 delegates

~The Great Hall of Longleat House can be used for an elegant drinks reception venue (up to 180) prior~

Required Minimum numbers for The Longhouse

Conference: 100, Cabaret, Theatre or Dinner Dance: 150, Teambuilding: 60,

Fun day: 100

~These apply to all bookings and must be stated on all contracts~

~Prior to each event, the organiser is required to provide a list of attendees' full names~



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Parking

Coach park immediately adjacent to the Longhouse is available with extensive parking. All visitors must enter through Longcombe Tolls (North-East perimeter of the park off the A362).

~Guests without Longleat All-In-One-Day tickets will have no access to attractions, Safari or House unless by prior arrangement~

~For open invitation exhibitions and events a ticket price must be included; price dependant on client upon individual requirements~

Vehicles in The Longhouse

Access door of 4.2m wide available for vehicular entry at rear (North side) entrance.

Vehicles must have empty fuel tanks and must be free wheeled in. All movement must take place outside of event hours and the vehicle must not be moved during the event.

~Relevant risk assessments must be provided prior to event~

Deliveries

All deliveries must take place between 8AM and 9.30AM due to constraints of Longleat's opening hours where vehicular and pedestrian movement in public areas is required. If agreed prior, alternative locations and times for delivery can be discussed with the business team.

Furniture and Linen

5' 6" and 6' round tables, chairs, crockery, glassware and white table cloths will be included in the facility fee. For additional requirements such as poser tables, alternatively sized tables, upgraded crockery and glassware, alternative colours of linen etc.. Let us know your requirements and we will be pleased to discuss.

Stationary as Standard

Individualised menu cards and place cards are included within all dining packages; please advise if these are not required. For place cards we require full list of names (including seating plan and specific dietary needs) no later than seven days prior to event.

A4 Notepads and pens are included within all conference packages; please advise if these are not required. Welcome and directional signage can also be arranged.

~Stationary can be added to any event type, please let us know your requirements~



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Electrical and Audio Visual

Approx. Twenty power sockets located on walls and in the floor plus eight data points

Data Projector with remote access: Included in conference packages

Data Projector with technician: £250

~Clients' devices require HDMI ports in order to utilise projector~

PA system and up to five microphones (two wired and three roving) and technician: £300

Nine advanced uplighters with technician overseeing programmed visuals: £240

Staging and stage technicians can be included upon request

Blackout facility available

~Electrical appliances not supplied by Longleat must comply with the Electricity at Work Regulations and display current PAT test label~

Entertainment and Third Party Suppliers

Clients may bring their own entertainment on the proviso that the supplier provides necessary documentation (including public liability insurance of £5m+, risk assessment etc.). All external suppliers must be pre-approved by Longleat and so provision of these documents in a timely manner is appreciated.

Useful Information

Each event taking place in The Longhouse will have a dedicated Event Manager. For all evening events, Longleat will provide a member of security staff at no extra cost to the client. There are designated smoking areas located outside the Longhouse.

~To arrange a viewing or for more information please call the business team on 01985 844328~

All prices are inclusive of VAT unless stated