

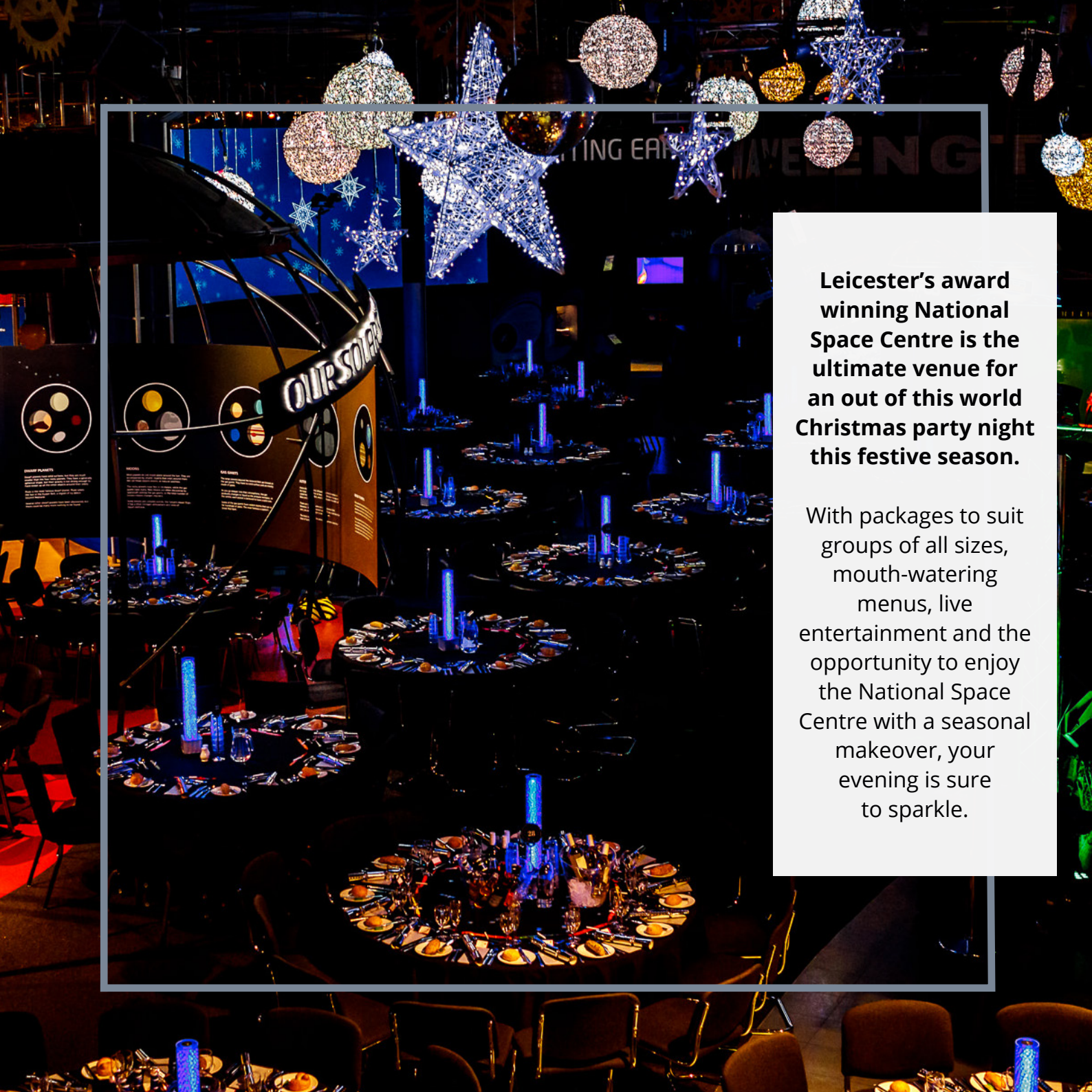
CHRISTMAS 2023

NATIONAL SPACE CENTRE



WELCOME





Leicester's award winning National Space Centre is the ultimate venue for an out of this world Christmas party night this festive season.

With packages to suit groups of all sizes, mouth-watering menus, live entertainment and the opportunity to enjoy the National Space Centre with a seasonal makeover, your evening is sure to sparkle.

PARTY NIGHT PACKAGE

- Arrival drink served on a bed of dry ice*
- Space themed characters in our Rocket Tower
- Freshly prepared three course dinner, served within a truly unique setting in our space exhibition
- Live entertainment from our band
- Disco
- Use of our free themed photobooth
- Access to the National Space Centre exhibition

*Glass of fizz, bottle of beer, or non-alcoholic elderflower sparkling water (one pp). Bar available.

Also included:

- Complimentary onsite car parking
- Complimentary cloakroom facility

Dress Code: Smart

No ripped jeans, t-shirts, trainers or sportswear



ITINERARY*

19.00 National Space Centre opens
Arrival drink served

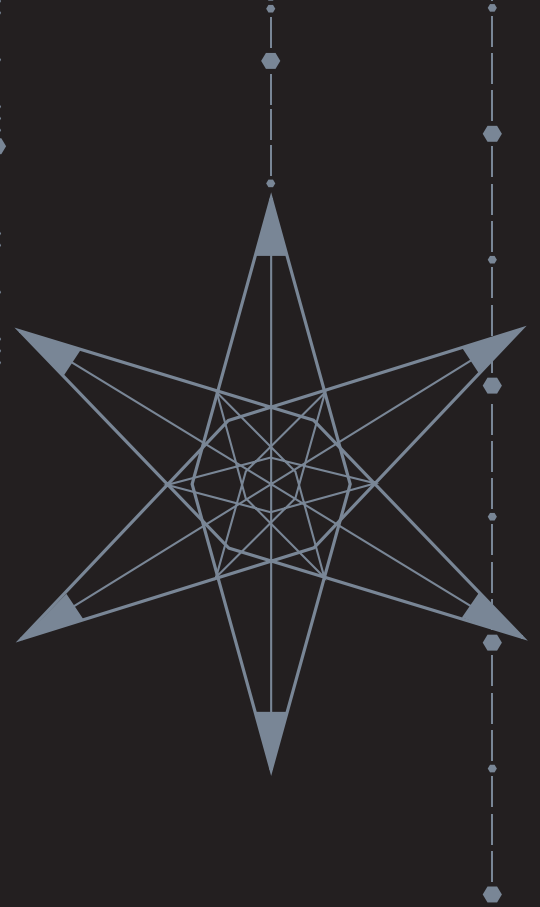
19.45 Take your seat at your table
for dinner


22.00 Live entertainment begins
Disco

00.00 Bar closes

00.30 National Space Centre closes

**All timings are subject to change*



A large, diverse crowd of people is gathered at a night event, likely a gala or fundraiser. Many individuals have their hands raised in the air, suggesting they are cheering or dancing. The scene is illuminated by warm, golden stage lights. In the background, a large, illuminated star-shaped decoration hangs from the ceiling. To the left, a banner for 'HOME PLANET' is visible, featuring logos for 'lap' and 'The National'. A man in a white shirt and bow tie is visible in the crowd, and a woman in a red and black patterned dress is on the right. The overall atmosphere is festive and celebratory.

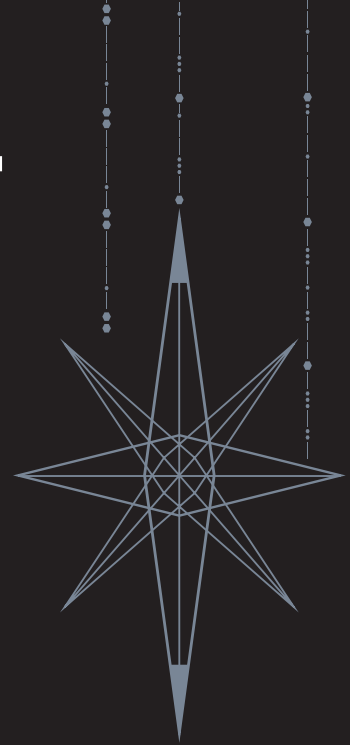
**THE ATMOSPHERE WAS
FANTASTIC, FOOD WAS
LOVELY, AND THE BAND
WAS JUST SUPERB!**

- TOPSHAM HOUSE

ENTERTAINMENT

Performing massive hits, including classic and contemporary pop, funk, soul, rock and RnB from artists such as Michael Jackson, Whitney Houston, Luther Vandross, Bruno Mars, Beyonce, Justin Timberlake, Chaka Khan, Maroon 5, Rihanna, Lionel Richie and many more. The Collective will keep your dance floor full all night long with something for everyone!

The Collective bring a fresh and exciting energy to the stage, and their strong chemistry, charisma and charm will rub off onto audiences of all ages - making the live music element of your event exciting, fun and memorable.



M E N U

Please choose one option from the following choices.*

Starters

Spiced Parsnip and Red Lentil Soup (v)

Lightly spiced roasted parsnip and red lentil soup with minted yogurt, topped with rustic croutons and fresh coriander

Mushroom and Truffle Pate (v) (vg)

Mushroom and truffle pate, served with toasted focaccia, baby watercress salad and a tomato and chilli chutney

Desserts

Vanilla Yogurt Cheesecake

Vanilla yogurt cheesecake, topped with mulled berries and orange coulis

Chocolate Torte (v) (vg)

Rich chocolate torte, served with a raspberry compote

Help yourself to fresh tea and coffee

V = Vegetarian

VG = Vegan

Please advise in advance of any special dietary requirements

*Menus subject to change

Mains

Roasted Chicken Breast

Pan roasted breast of chicken with sage and pork stuffing, served with fondant potato, maple roasted carrots and braised winter greens with a roast shallot, sherry and thyme sauce

Butterbean and Vegetable Crumble Tart (v)

Butterbean, leek and brussel sprout tart topped with soft herb crumble, served with fondant potato, maple roasted carrots and braised winter greens with a redcurrant and thyme sauce





**THE BEST PARTY
THE COMPANY HAS
EVER HAD.**

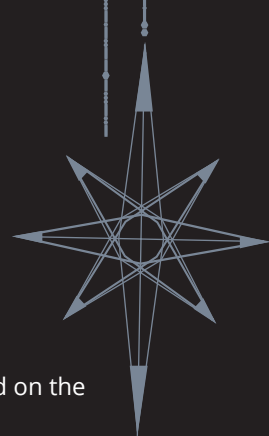
- BRITANNIA GARMENT PACKAGING



**SEAMLESS
PREPARATION,
ORGANISATION AND
PROFESSIONALISM**

- TGW LIVING LOGISTICS

DATES & PRICES



Available December dates:

Fridays

1st Dec, 8th Dec, 15th Dec

Saturdays

2nd Dec, 9th Dec, 16th Dec

Package price

£49.00 pp (inc VAT)

Exclusive packages:

Minimum numbers of 280 are required on the dates shown for exclusive parties.

Exclusive Christmas party nights on other dates in December are also available for groups up to 500, with complete use of the National Space Centre.

For more information on exclusive hire, please contact the events team.

To check availability or to make a booking, please contact the events team on:

0116 2582134

christmas@spacecentre.co.uk

www.venuehire.spacecentre.co.uk/christmas



BOOKING FORM

Please complete and return the below form with your deposit within ten days of making your provisional booking to secure your party.

Name of Organiser:
Organisation:
Address:
Postcode:
Email Address:
Daytime Tel No:
Mobile:

A non-refundable deposit of £25 per person is required to secure your booking

Date of Party: ____ / ____ / ____
Number of Guests:
Deposit Enclosed:

I have read the terms and conditions below, and agree to abide by them for all participants

Signature: Date: ____ / ____ / ____

PAYMENTS:

VAT No - 705 3290 58

Please see National Space Centre account details for BACS payment:

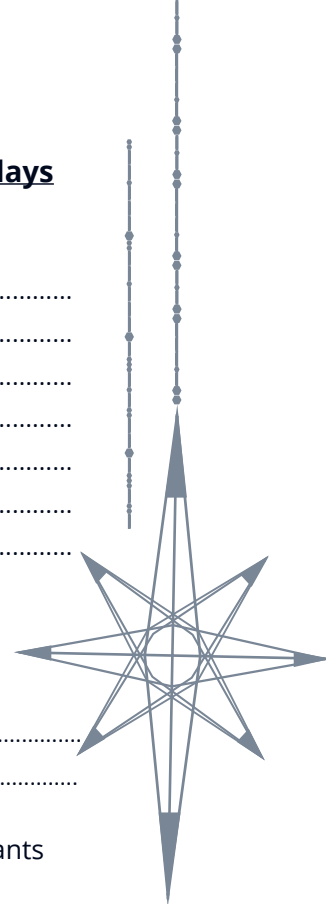
Bank - Yorkshire Bank PLC

Sort Code - 05 05 60

Account No - 29 65 42 40

Please quote company name and date of party

If you would like to pay by card over the phone, please call our finance team direct on - 0116 261 0261 – and select the finance option. Send this completed form to: Christmas Party, National Space Centre, Exploration Drive, Leicester, LE4 5NS **Please do not send card details via email**, please call or send the payment details in the post.

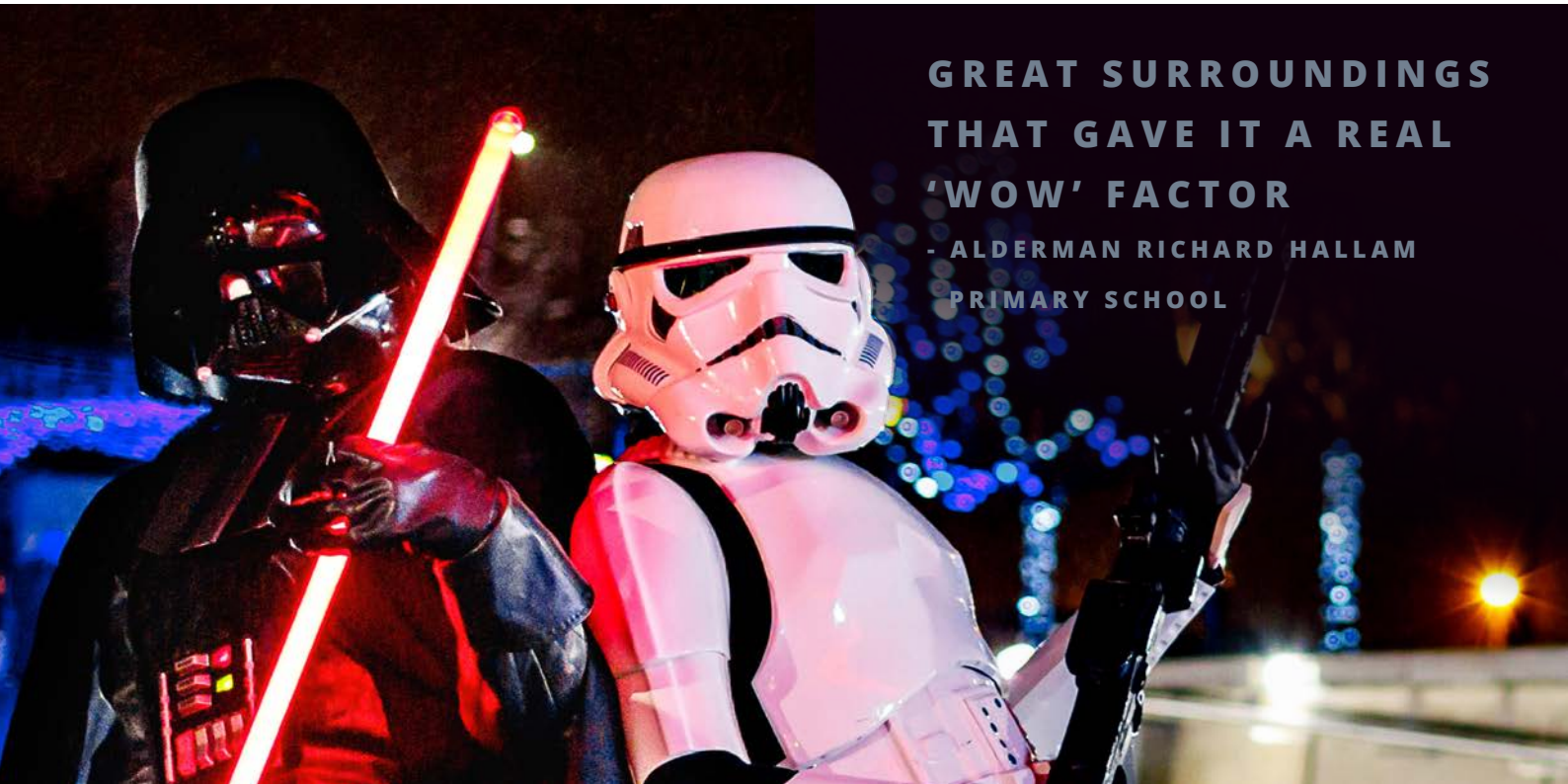


**BRILLIANT VENUE. BEST
CHRISTMAS DO WE'VE HAD..
VOLUNTARY ACTION LEICESTER**



**GREAT SURROUNDINGS
THAT GAVE IT A REAL
'WOW' FACTOR**

**- ALDERMAN RICHARD HALLAM
PRIMARY SCHOOL**



PRE-ORDER DRINKS

COMPANY NAME: **DATE OF BOOKING:**

This form is required by 2nd October. Order in advance and have your drinks waiting for you upon arrival at your table.

Drink	Price	Qty	Total
WHITE WINE			
Vidriada Airen (Spain) - House Wine	£21.00		
Viña Carrasco Sauvignon Blanc (Chile)	£27.00		
Crescendo Pinot Grigio (Italy)	£25.00		
RED WINE			
Vidriada Tempranillo (Spain) - House Wine	£21.00		
Under The Sycamore Shiraz (Australia)	£25.00		
Beauté du Sud Malbec (France)	£27.00		
ROSE WINE			
Crescendo White Zinfandel Rosé (Italy) - House Wine	£25.00		
SPARKLING WINE & CHAMPAGNE			
Prosecco Bel Canto (Italy)	£29.00		
Nicolas Courtin Brut NV (France)	£50.00		
Moët et Chandon Brut Imperial NV (France)	£65.00		
NON-ALCOHOLIC COCKTAIL JUGS			
Interstellar (non-alcoholic): Elderflower Cordial, Sparkling Water	£9.95		
BEER BOTTLE BATH			
Selection of Ten Lager Bottles	£45.00		
WATER (750ml Bottle)			
Still Water	£4.95		
Sparkling Water	£4.95		
DRINKS VOUCHER			
Voucher (can be exchanged for a single house drink of your choice)	£4.50		
Voucher book (ten drink vouchers)	£45.00		
		TOTAL	

The National Space Centre supports responsible drinking

MENU & FINAL BALANCE FORM

This form should be completed and returned by 2nd October 2023.

(Pre-ordered drinks to be included on the BALANCE PAYMENT below).

Name of Organiser:..... Contact Tel. No:.....
Company Name:..... Date of party: __ / __ / __

MENU CHOICE – Fill in the numbers for each selection, excluding dietary requirements which should be stated in the dietary box below (please refer to the menu in the brochure or website)

Starter	Total Amount	Main	Total Amount	Dessert	Total Amount
Pate		Chicken		Cheesecake	
Soup		Tart		Torte	

DIETARY REQUIREMENTS (please advise of any special dietary requirements e.g. gluten free, halal, nut allergies etc.)
Please include the full name of the guest and the menu choice for each course with the dietary requirement. Any questions regarding their dietary requirement, please do contact christmas@spacecentre.co.uk or 0116 258 2134

Full Name	Special Dietary	Starter	Main	Desert

I have read the terms and conditions and agree to abide by them for all participants

Signature:

Date: __ / __ / __

BALANCE PAYMENT

Balance enclosed £

PAYMENTS:

VAT No - 705 3290 58

Please see National Space Centre account details for BACS payment:

Bank - Yorkshire Bank PLC **Sort Code -** 05 05 60

Account No - 29 65 42 40

Please quote company name and date of party

If you would like to pay by card over the phone, please call our finance team direct on - 0116 261 0261 – and select the finance option.

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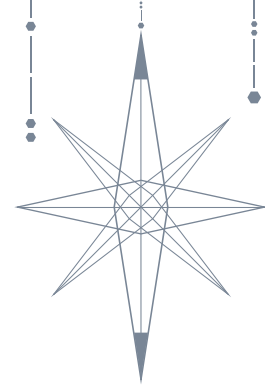
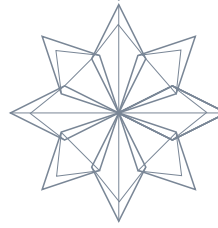


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FANTASTIC, FOOD WAS
LOVELY, STAFF WERE
FRIENDLY AND HELPFUL
AND THE BAND WAS JUST
SUPERB.**

- TOPSHAM HOUSE



TERMS & CONDITIONS



COVID

- If we are obliged due to specific Government restrictions, to close our venue, we may offer you an alternative date for the event but if that cannot be agreed the booking will be deemed cancelled and your deposit will be returned in full with no further payment required.

Booking

- To confirm your booking, please return the booking form and deposit
- The provisional booking will automatically be released if the booking form and group deposit is not returned within 10 days
- The booking will be cancelled if the final payment is not made by 2nd October
- Final details including numbers, menu choices, pre-ordered drink choices and dietary requirements are required by 2nd October
- Minimum number of 8 per group
- The National Space Centre will endeavour to accommodate late changes or requests, but cannot guarantee this will be possible if not communicated on confirmation of booking

Venue

- Food and drink are not permitted to be brought onto the premises. Bag checks will be in operation on arrival and throughout the evening
- Any alcohol brought onto the premises, (including secret Santa gifts), will be removed and returned to the owner on their departure
- Over 18's only. We reserve the right to ask for identification if guests appear under the age of 25. The National Space Centre reserves the right to refuse alcohol to any attendee at its discretion, and to close the bar at any time during the event (either temporarily or for the duration of the event), should we consider the behaviour of the attendees to be inappropriate or offensive
- The National Space Centre staff reserve the right to refuse admission or to remove any persons from the venue if, in their opinion, a guest's demeanour or behaviour is inappropriate
- In the interest of our guests, we reserve the right to refuse admission if we feel guests are not dressed appropriately
- Any loss or damage to the venue or its property is the responsibility of the party organiser under whom the offending guests are booked
- The National Space Centre cannot take responsibility for loss or damage to personal possessions
- The National Space Centre staff have the right to refuse guests if they have not adhered to the dress code
- This is a non-ticketed event, guests will need to state their company name on arrival
- Unless otherwise agreed by the National Space Centre, the event start time and the event end time shall strictly adhere to the times stated on the itinerary
- On-site car parking is free of charge to all guests, but we cannot reserve or guarantee car parking spaces under any circumstances. You acknowledge and accept that the National Space Centre shall not be liable for any loss of or damage to any car parked on our car park by Attendees. All Attendees park at their own risk

Catering

- All menus and wine lists are subject to change in the event of shortages of a particular item
- Please advise on menu confirmation form of any special dietary requirements, menu choices and the persons name
e.g. vegetarian, vegan, gluten free, halal, nut allergies etc
- We cannot guarantee that we can cater for dietary requirements that are made aware to staff on the party night

Health & Safety

- The National Space Centre may take all steps considered reasonably necessary to control issues relating to health and safety in respect of use of the Premises. You will use your best endeavours to ensure that all your Attendees adhere to our health and safety rules and regulations, and promptly obey any instructions provided by a staff member of the National Space Centre in relation to any health and safety issue, including during the Event
- You may not bring into or place in the Premises or its environs any flammable, combustible, dangerous or objectionable items, substances or liquids
- Smoking is not permitted anywhere in the Premises.

Behaviour of Event Attendees

- It is your responsibility to ensure that your Attendees are well behaved and do not cause any nuisance, offence or disruption to the National Space Centre, its employees, tenants and/or any other visitors to the Premises. You will use your best endeavours to ensure that your Attendees treat the Premises, and any artefacts and installations, carefully and do not cause any damage or breakages
- We reserve the right to charge you if additional cleaning required, for any breakages, spillages or soiling of any kind caused by Attendees

Marketing

- The National Space Centre wishes to share the events it hosts with others, and as such, is active on social media channels. We will highlight our Christmas Party Nights and include images and testimonials from each event. By signing these terms you agree for the National Space Centre to use any feedback and images shared with us, on our social media channels
- The National Space Centre will have a professional photographer onsite taking pictures. After the event, these images will be saved on our secure server at the National Space Centre and will be used on our website, social media, press releases, and in other marketing materials to raise the profile of Christmas parties, including our annual Christmas brochure that promote our party nights. We will advise the event organiser in advance if a photographer will be on the party night you have booked. If you would prefer to not be in any of the images, please advise in advance or communicate to a member of staff on the evening of the party. You can withdraw images at any time by contacting us on info@spacecentre.co.uk.
- Our privacy policy can be viewed on <https://venuehire.spacecentre.co.uk/privacy-policy/>

Table plan

- Groups of 12 or more will be seated on more than one table
- Please advise of any accessibility requirements and a table will be positioned accordingly

Payment

- Deposit payment is required within 10 days of making a provisional booking. The deposit is non-refundable
- Final payment of balance required by 2nd October. The balance is non-refundable
- Payments can be made by credit card, BACS or debit card. Please note we do not accept Amex
- Please note that only one credit card payment per party will be accepted
- Card details will not be accepted via email
- All prices include VAT at the standard rate
- We employ a no refund policy on all payments

Drink Pre-Orders

- We employ a no refund policy on pre-ordered drinks
- All pre-ordered drinks options must be received and paid for no later than 2nd October. These can be ordered on the pre-order form in the brochure.
- The price offered is for pre-orders only. Any re-filling of drinks on Christmas party nights will be charged at full price
- All pre-order drinks will be served on arrival at your table in glassware the National Space Centre deems appropriate
- Pre-ordered drinks and vouchers cannot be purchased on the party night
- Drink vouchers can be exchanged at the main bar for a single drink of your choice (excluding cocktails, champagne and our premium spirits). A single drink is equivalent to a bottle of beer, standard soft drink, small glass of house wine or a single measure of a standard spirit and mixer
- Drink vouchers cannot be exchanged for cash on the evening
- Drinks vouchers will only be given to the organiser on arrival

Cancellation

- The National Space Centre reserve the right to cancel a party night and regrettably will not accept any liability for cancellation. In the event of the National Space Centre cancelling a party night, a full refund will be given
- If you cancel a member/s within you group after confirmation of a booking form, the National Space Centre do not give refunds

See our website for full Terms & Conditions - venuehire.spacecentre.co.uk/christmas



Facebook: /nationalspacecentre

Twitter: @spacecentre

Instagram: @nationalspacecentrevue

venuehire.spacecentre.co.uk

christmas@spacecentre.co.uk

0116 258 2134