



Six
BALTIC Centre for Contemporary Art
Gateshead Quays
South Shore Road
Gateshead
NE8 3BA

0191 4404948
eat@sixbaltic.com
www.sixbaltic.com

Private Dining Viewing Box – Level 5

This BALTIC gallery space has breath taking views across the city and is available for private dining Monday – Saturday 19:30 – 01:00 for up to 25 guests.

The Room

The room has a full glass wall that is west facing and looks straight down the Tyne with stunning views of Newcastle Gateshead Quayside with the city as a backdrop. The space is open to the public during the day as part of the gallery but has been incorporated into Six for private dining guests on the evening.

A room set up fee of £250.00 is charged to cover the cost of physically turning the room from a gallery space to a dining room and back again in time for the gallery to reopen in the morning; this set up fee is required to be paid either straight away or 1 week after any provisional hold, unless any other prior arrangements have been made with the event organizer.

The seating arrangement can be tailored to suit your requirements, however the default set up is to have one large table covered with a table cloth in a u-shape (please find image attached). Included in our room set up fee is our standard table setting, incorporating all cutlery, crockery, linen and a simple seasonal table floral decoration. We also provide name cards for all your guests that double up as menu reminders with their pre ordered choices discreetly marked on the reverse. All other room decorations are at your discretion; however our team are always happy to help with advice and guidance.

The Food

The Menu is a set 3 course meal priced at £37.50 per head which also includes Tea/Coffee. We will require you to choose 3 options from each course of our menu and ask for your guests to pre-order from those 3 chosen options. At the latest we will require the pre-order 1 week prior to the event date. We will require the full following information before your dinner takes place:

- a full food pre-order per person (from the selected 3 options per course)
- a fully completed table plan
- a drink reception and wine pre-order (optional)

All food and drink pre-orders **must** be given to us one week prior to your booking date.

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Wine

Our full wine list is available for pre-order before the evening and we will ensure that we have more wine than has been pre-ordered available should more be required.

Drinks

We will have a selection of beers and soft drinks also available either for pre-order or on the evening should any guests prefer this to wine.

Costs

£250 (inc VAT) room set up

10% service charge on total food and drink spend

Numbers

We operate private dining on a minimum of 15 and maximum of 25 guests. For numbers below 15 a minimum spend will be required. Please speak to one of our team for further details.

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Terms and Conditions

1. The BALTIC Private Dining Room in Level 5 Viewing Box is available to be booked between 19:30 and 01:00 Monday to Saturday (subject to availability). Unfortunately we cannot allow access to the room before 19:00 on the day of the dinner.
2. The maximum capacity for a seated meal is 25 guests. There are several different table and seating configurations available to clients, please enquire when booking.
3. To secure a booking of the Private Dining Room a non-refundable deposit of £250 (inclusive of VAT) must be paid 1 week after a provisional booking has been made if not before (this is the cost of the Room Setup charge and is not redeemed from the final bill). All bookings are considered provisional until we receive payment of the £250 deposit.
4. The final bill must be paid in full on the night of the hire.
5. You must commit to a minimum number of 15 guests. If the minimum number is not met we reserve the right to charge full price for food the difference in numbers.
6. All menu choices, table wines and dining times must be confirmed at least 7 days prior to the hire date. This is to ensure that the restaurant staff have adequate time to prepare and organise the dining room and give you and your guests the best possible service on the night. Additional drinks and food may be ordered on the night; however we cannot guarantee availability of any items that do not form part of the pre-order.
7. If you are booking on behalf of your guests and wish to place a restriction on the total bill amount or certain food/drink items, this must be explicitly stated at least 7 days in advance. It is your responsibility to ensure that your guests understand and adhere to any restrictions on the night. Any food or drink ordered and consumed by your guests on the night must be paid for in full.
8. You are welcome bring your own accessories to dress the room and table prior to your dinner, providing they do not permanently damage the room or are a risk to health and safety. We can advise you in advance as to the acceptability of accessories. Please be aware that all personal items brought in to BALTIC are done so entirely at your own risk and neither Fresh Element nor BALTIC accepts any responsibility for any loss or damage that may occur. Any items brought into the Private Dining Room must be removed on the night of the hire and cannot be stored overnight in BALTIC unless a prior arrangement has been made with Fresh Element.
9. As the Level 5 Viewing Box operates as an art gallery space during the daytime, there is no sound system installed. We do have an iPod docking system that is available for use.
10. There is no WiFi connection available in Six or Level 5 Viewing Box.

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