



venue  
hire

firstsite  
golden opportunities

**firstsite**  
**Lewis Gardens**  
**Colchester**  
**Essex CO1 1JH**

Dear Sir/Madam

Thank you for your interest in firstsite.

Colchester's inspiring visual arts destination can be hired for your conference or seminar, club or society meeting, and for parties and functions.

Located in the heart of Colchester, within easy reach of all its shops and cultural attractions, firstsite makes a spectacular backdrop for any event, with facilities unrivalled in the region.

- Breathtaking golden-clad building in prime town-centre location
- 190-seat tiered auditorium
- flexible meeting rooms
- Wi-fi, SMART Slate™ technology
- Catering provision to suit your needs and budget, from the MUSA team
- Bespoke packages, competitive rates
- Natural daylight in all meeting rooms
- World-class contemporary art to enjoy
- Colchester mainline station just 50 minutes from London Liverpool Street

To secure your booking, to find out more about what we can do for you, or to tailor-make your own package, talk to our venue hire team on **0800 881 5696**.



**Wayne Warner, Commercial Director**



# Spaces for hire

**Auditorium** 190 tiered seats, SMART Slate™ technology, intelligent room hardware, 6-metre tab-tension screen, full HD projection and video conferencing capability. Ideal for conferences, screenings, lectures, presentations and performances. Can be hired for daytime or evening events; price negotiable depending on day – talk to our venue hire team. Your hire will include break-out meeting rooms, basic stationery, and the services of a dedicated venue hire co-ordinator.

**Meeting room 1** Up to 25 delegates. Boardroom-style seating; natural daylight. 65" LCD screen, intelligent room hardware, wi-fi, video conferencing capability, basic stationery, including flip chart and pens.

**Meeting room 2** Up to 20 delegates. Boardroom-style seating; natural daylight. 65" LCD screen, intelligent room hardware, wi-fi, video conferencing capability, basic stationery, including flip chart and pens.

**Function space (education suite)** Accommodates up to 160 people. Ideal for birthdays and celebrations. Overlooks firstsite's D-shaped garden and East Hill House. NB – this space has a central divider and is also available to hire as two smaller rooms.

**Restaurant** 84 covers inside, 44 on the outdoor terrace. Ideal for birthdays, receptions, special occasions. Full à la carte menus, or buffet-style dining. Available for exclusive hire in the evenings. Price subject to terms.

**Exhibition spaces – foyer and mosaic area** Vast space ideal for exhibitions, trade shows, product and press launches. Can also be hired for private receptions. Available to groups for evening hire. Price subject to terms.

**General** All parts of our beautiful building can be hired individually, as a whole, or in bespoke packages. Wi-fi and high-speed broadband is available throughout. Talk to our venue hire team on [venuehire@firstsite.uk.net](mailto:venuehire@firstsite.uk.net) or call **0800 881 5696** to find out about the variety of ways you can use firstsite for commercial and private events.

## Catering / refreshments

If you require lunch for your conference or meeting, we offer a variety of menus to suit any budget. Menu D is included in your full-day delegate rate quote, but we are happy to provide more substantial choices for a small surcharge – please see the Delegate Menu options sheet for full details. If you are booking a meeting room by the hour, we can provide tea, coffee and biscuits, fruit juice and Danish pastries, on a per-head basis.

Organising a birthday or celebration? Whether you'd like a champagne and canapé reception, a cold finger buffet or a three-course sit-down meal, our catering team can create a menu tailored to your needs that's sure to make your event a success.

Talk to our venue hire team on **0800 881 5696** or email [venuehire@firstsite.uk.net](mailto:venuehire@firstsite.uk.net)



# Room specifications

Room	Size	Seating capacity	Inclusions
Foyer	320m <sup>2</sup>	120	Free high-speed broadband 9.3 x 1.2m programmable digital display area Power and data points throughout Natural daylight
Auditorium	185m <sup>2</sup>	190	Free high-speed broadband Projection suite and sound booth, Surround sound SMART Slate™ technology Intelligent room hardware / Concierge service High-def. projector, 6-metre tab-tension screen Video conferencing Power and data points throughout
Meeting room 1	40m <sup>2</sup>	25	Free high-speed broadband Intelligent room hardware / Concierge service 65-inch LCD screen, Video conferencing Power and data points throughout Natural daylight
Meeting room 2	28m <sup>2</sup>	20	As Meeting room 1
Education room 1	100m <sup>2</sup>	80	Free high-speed broadband Projection screens, Video conferencing Power and data points throughout Natural daylight
Education room 2	100m <sup>2</sup>	80	As Education room 1
Education suite (whole)	200m <sup>2</sup>	160	As Education room 1
Mosaic area	175m <sup>2</sup>	80	Free hi-speed broadband, Video conferencing Power and data points throughout Natural daylight
Restaurant and bar	200m <sup>2</sup>	100	Free hi-speed broadband, Video conferencing Power and data points throughout Natural daylight

# MUSA

## CAFÉ RESTAURANT

### Delegate menus

All menus are available as part of your conference package, or can be ordered separately for tailor-made venue hires. Prices quoted are exclusive of VAT.

#### Option A

*Minimum 20 people. Please add £7.50 to your quoted delegate rate*

Welcome tea, coffee, herbal infusions and mini Danish pastries  
Mid-morning hot drinks as above, and biscuits

##### Lunch

Portobello mushroom and leek crumble  
Sublime fish pie  
Braised Dedham Vale beef cobbler  
Tomato and basil salad  
Hot buttered new potatoes  
Seasonal vegetables  
Fresh bread selection  
Classic treacle tart, clotted cream  
Fruit juices, mineral water, tea and coffee and herbal infusions

Mid-afternoon tea, coffee, infusions

#### Option B

*Please add £5.50 to your quoted delegate rate*

Welcome tea, coffee, herbal infusions and mini Danish pastries  
Mid-morning hot drinks as above, and biscuits

##### Lunch

Hand-raised Dingley Dell pork pies, piccalilli  
Essex Birds chicken caesar salad  
Spinach, mushroom, red onion and blue cheese tart  
Fresh bread selection  
New potato and red onion salad  
Mixed leaf salad, coleslaw  
Fresh fruit  
Fruit juices, mineral water, tea and coffee and herbal infusions

Mid-afternoon tea, coffee, herbal infusions

#### Option C

*Please add £3.50 to your quoted delegate rate*

Welcome tea, coffee, herbal infusions and mini Danish pastries  
Mid-morning hot drinks as above, and biscuits.

##### Lunch

A selection of wraps  
Assorted nibbles and dips  
Glazed local sausages, mustard mud  
Leek and cheese tartlets  
Fresh fruit  
Fruit juices, mineral water, tea and coffee and herbal infusions

Mid-afternoon tea, coffee, herbal infusions

#### Option D

*included in your full-day delegate rate*

Welcome tea, coffee, herbal infusions and mini Danish pastries

##### Lunch

Selection of traditional sandwiches  
Tyrrells hand-cooked crisps  
Fresh fruit  
Fruit juices, mineral water, tea and coffee and herbal infusions

Mid-afternoon tea, coffee, herbal infusions

# MUSA

CAFÉ RESTAURANT

## Breakfast menu A

Assorted fresh fruit juices  
Grilled bacon and sausages  
Scrambled eggs  
Tomatoes  
Mushrooms  
Hash Browns  
Rolls, butter  
Tea, coffee, herbal infusions

## Breakfast menu B

Assorted fresh fruit juices  
Hot croissants  
Assorted Danish pastries  
Selection of freshly baked breads  
Grilled bacon and sausages  
Fresh fruit

## Finger buffet menu

*Examples include*

Selection of traditional sandwiches  
Selection of wraps  
Assorted nibbles, crisps and dips  
Glazed local sausages, mustard mud  
Leek and cheese tartlets

## Fork buffet menus

### Best of British

*Examples include*

Dingle Dell pork pie  
Handmade Scotch eggs  
Cheese scones, duck rilette  
Smoked salmon toasts  
Confit salmon, oat wafers  
Potted brown shrimps, nutmeg butter  
Pickles & chutneys  
Traditional tea cakes and pastries

### Mediterranean grazing buffet

*Examples include*

Charcuterie meats/olives  
Cheese plate/stuffed peppers  
Smoked fish platter/aïoli and caperberries  
Pickles & chutneys  
Selection of continental breads  
Continental pastries and tarts

# MUSA

## CAFÉ RESTAURANT

### Light bites

*Available as canapés, or 'more than a mouthful'*

Blue cheese Welsh rarebit and confit tomato  
Smoked chicken Caesar salad  
Goat's cheese and crème fraîche mousse,  
golden beetroot, sprouting cress  
Slow roast Dingle Dell ham hock, pineapple salsa,  
pickled quail's egg  
Deville crab, mango, Atsina cress  
Smoked mackerel, capers and Bolivian coriander  
Chicken liver parfait, pistachio and cherry  
Garlic bruschetta, slow roasted tomato,  
mushroom ketchup  
Curried smoked haddock, roasted shallot purée,  
free range egg  
Flaked poached trout, horseradish whip,  
candied lemon  
Chive panacotta, pomegranate,  
sprouting pea shoots  
Roast beef, stilton and rocket

### Function menu

*MUSA endeavours to source locally and seasonally whenever possible. Please note that this menu is subject to seasonal changes, and availability of ingredients*

#### To begin

Chilled tomato consommé, frozen basil oil,  
fresh peas, tomato confetti  
Platter of cured meats, marinated cheeses,  
pestos, tapenades, olives  
Chicken liver parfait, blackcurrant compôte,

brioche purée, poached cherries  
Oak-smoked salmon, capers, shallots, micro  
herbs, champagne vinegar  
Compressed melon, fresh figs, coconut shavings

#### Main course

Braised Dedham Vale Beef pavé,  
Bordelaise sauce, truffle mash, seasonal greens  
Rump of lamb, Provençal vegetables,  
saffron fondant potato, and pesto drizzle  
Confit fillet of organic salmon, cauliflower purée,  
herb, broad bean vinaigrette, confit potatoes  
Breast of free-range chicken, black pudding,  
baby turnips, *pommes anna*, smoky bacon,  
shallot velouté  
Roasted baby ratatouille, red pepper tuile,  
toasted hazelnuts, tomato dust

#### Dessert

Choice of crème brûlée with  
an appropriate shortbread  
Glazed lemon tart, vanilla crème fraîche,  
raspberry compôte  
Baked custard tart, figgy rolls  
Chilled dark chocolate fondant, white chocolate  
and raspberries, honeycomb powder  
Roasted peach rice pudding with a peach coulis

#### To finish

Freshly brewed tea, coffee and petit fours

# MUSA

## CAFÉ RESTAURANT

### White wines

	Glass	Bottle
Poco Mas Sauvignon Blanc, Chile	£3.95	£15.50
Oppenheimer Krottenbrunnen Spätlese, Germany	£3.95	£15.50
Mirabello Pinot Grigio, Italy	£4.25	£16.90
Goats do Roam (68% Viognier), South Africa		£18.00
Carter's Bacchus, England (our local)		£20.00
Louis Latour Mâcon-Lugny Les Genièvres, Burgundy, France	£5.00	£20.00
Turckheim Reserve Pinot Gris, Alsace, France		£21.00
Terrazas Torrontes Reserva, Argentina (Trophy Winner, <i>Decanter</i> )	£5.95	£24.00
Wild Earth Riesling, Central Otago, New Zealand		£25.00
Greywacke Sauvignon Blanc, Marlborough, New Zealand	£6.25	£25.00
Faiveley Mercurey Clos Rochette, Burgundy, France		£31.00
Plexus (by John Duval), Australia	£8.00	£32.00
Pieropan La Rocca, Italy		£35.00
Louis Latour Puligny-Montrachet 'La Garenne', Burgundy, France		£58.00

### Pink wines

Mirabello Pinot Grigio Rosé, Italy	£4.25	£16.90
Domaine Houchart Côtes de Provence Rosé, France		£20.00

### Red wines

	Glass	Bottle
Poco Mas Merlot, Chile	£3.95	£15.50
Pasquiers Grenache Noir, France		£16.50
Goats do Roam (72% Syrah), South Africa		£18.00
Louis Latour Valmoissine Pinot Noir, France	£5.00	£20.00
Coto de Imaz Rioja Reserva, Spain		£24.00
Terrazas Malbec Reserva, Argentina	£5.95	£24.00
B Cruix (Bodega O Fournier), Argentina		£25.00
Le Clos du Caillou 'Bouquet des Garrigues', Côtes du Rhône, France		£27.00
Allegrini Palazzo della Torre, Italy		£30.00
Entity Shiraz (by John Duval), Australia	£8.50	£34.00
Faiveley Nuits-Saint-Georges, Burgundy, France		£45.00
Château Rochebelle St Emilion Grand Cru Bordeaux 1988, France <i>Requires decanting</i>		£68.00

### Sparkling wine and champagne

Codorníu Clásico Brut Cava, Spain	£4.50	£19.00
Louis Roederer Brut, Champagne, France	£9.75	£45.00
Ruinart Brut Rosé, Champagne, France		£58.00

### Sweet

Muscat de Beaumes de Venise, Paul Jaboulet Aîné, France (37.5cl)		£22.00
10 Year Old Tawny Port		
Quinta do Infantado, Portugal (37.5cl)		£24.00