

DUKE STUDIOS



EVENT SPACE

2021

MEETINGS | TRAINING DAYS | FILMING
NETWORKING | WORKSHOPS | HACK DAY
PRODUCT LAUNCHES | AND CORPORATE PARTIES



Duke Studios on Sheaf Street in Leeds' South Bank provides creative meeting and event space available to anyone looking for something different.

Our spaces are not corporate and do not follow the usual hotel conferencing model. We provide interesting, creative, and unconventional spaces that will help you to think and achieve great stuff.

Alongside an inspiring environment, our event space comes with the most up to date AV technology as standard, including multi-camera live streaming options, 6K laser projection and Pioneer Pro Audio equipment.

Situated at the front door of Duke Studios is Sheaf St, our onsite bar and in-house catering. Sheaf St serves a selection of fresh and comforting food made with top quality local produce, delicious coffee and an eclectic menu of drinks.

This brochure is for corporate events, if you are looking to do a club night or a party please click [here](#).



@dukestudioleeds

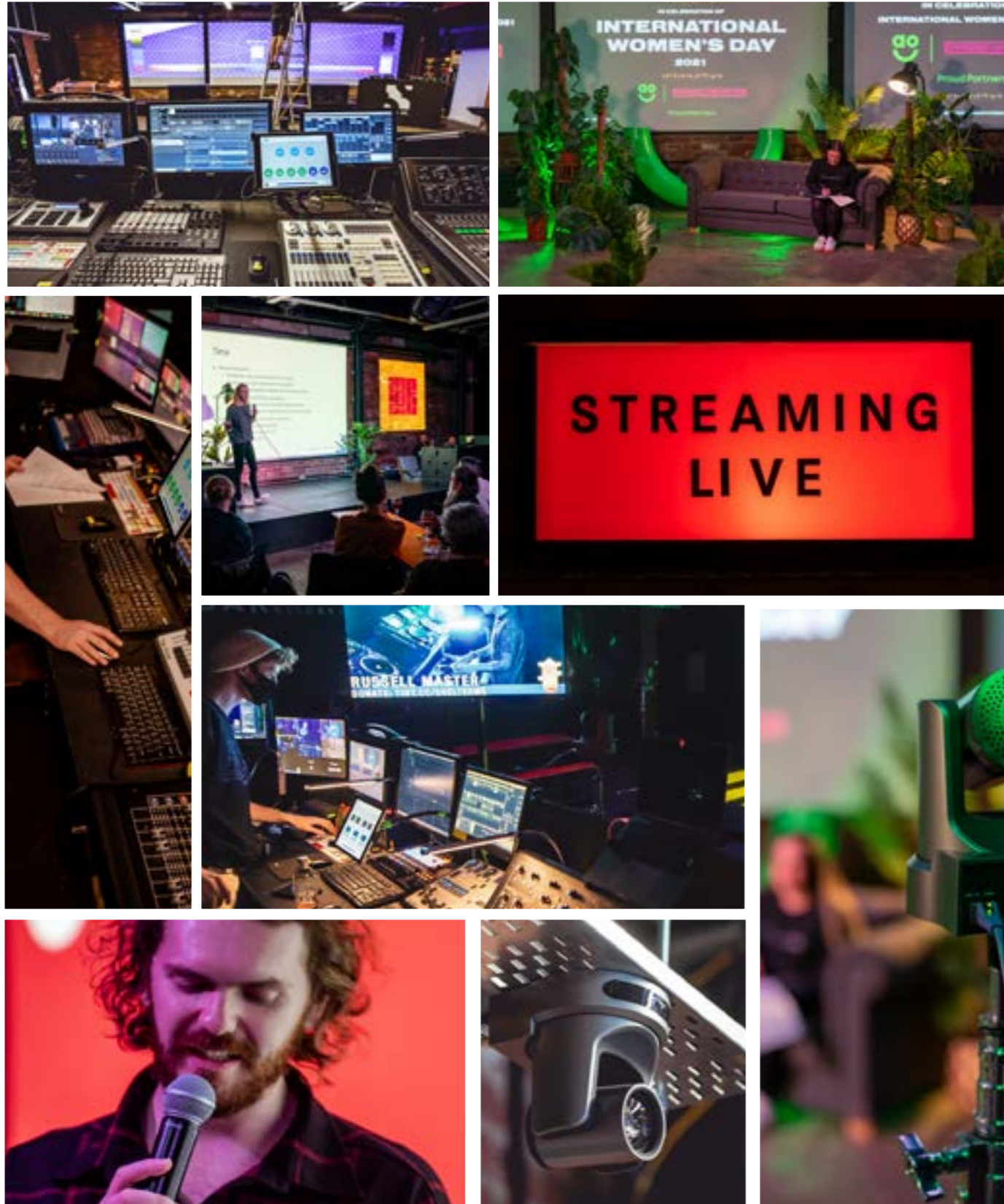
DUKE STUDIOS EVENT SPACE

CORPORATE EVENTS

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LIVE STREAMING

We love making fun, adventurous, and unique events happen and can help you out with our high spec tech capabilities and on site expertise.

Online presentations, conferences, panel talks, virtual product launches, and much more. We have the kit in house to take your event either fully online or as a hybrid event. With 3 x HD projector screens, Pioneer Pro Audio kit, A full livestream studio, multiple cameras, staging and high speed broadband - we have everything you need to help your event run smoothly.

BASIC PACKAGE

Single static camera - Single microphone

Hourly price - £37.50 (+1 hour setup)

Day price - £300 (8 hours, including 1 hour setup)

MID-RANGE PACKAGE

2 cameras - 2 microphones

Live stream operator

Hourly price - £62.50 (+1 hour setup)

Day price - £500 (8 hours, including 1 hour setup)

HIGH-END PACKAGE

Full studio setup

Incorporated graphics

Pre-recorded videos

Live linkups

Audio/live stream operator

Camera operators

Set Build

Quoted on a case by case basis - From £1000

All costs are ex VAT

TECHNICAL SPECIFICATIONS

THE EVENT SPACE

SOUND

Amps - Powersoft K series

Speakers

4 x Pioneer XY218S 2 x 18 Subwoofers,
4 x Pioneer XY122 12" plus 2" Mid Highs
4 x Pioneer XY81 8" Plus 1" Mid Highs

LIGHTING

Fluorescent house lights

Touch screen PC running Avolites Titan Mobile
with Titan Mobile Controller

12 x Prolight FlatCob 80 LED Par
6 x Prolight Crystal 100w LED Moving Light Fixture
7 x Custom Made LED Batten Strips

PROJECTION

3 x 5m retractable projection screens

3 x Full HD Projectors - HDMI input only (no VGA)
Several types of adaptor available on site, but responsibility for
connection to HDMI lies with the customer.

STAGING AND BOOTH

Modular staging (32 X 1M SQ BLOCKS)

POWER

14 x 13 Amp Socket

x1 Single Phase 32A commando socket

BROADBAND

High Speed guest Wi-Fi available – no password required

High speed wired connection available

OTHER

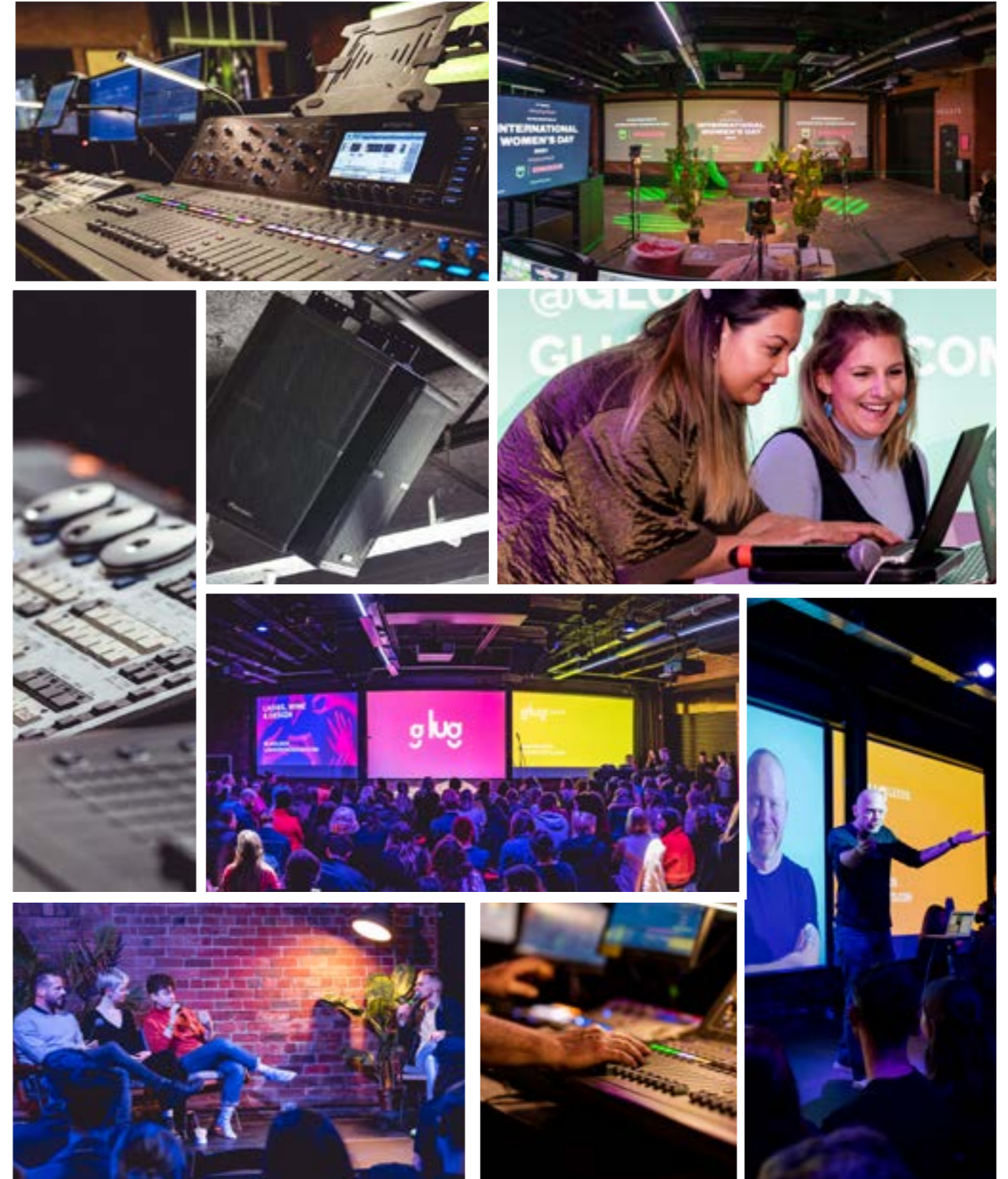
Overhead air con and heating

FOR ADDITIONAL HIRE

x1 Pioneer DJM900 NXS2 mixer - £30 ex VAT per day

x4 Pioneer CDJ3000s - £30 ex VAT each per day

x2 Techincs 1210s - £30 ex VAT each per day





CATERING

Due to Covid regulations our menus have been adapted to individual serving style and we are not providing any buffet style food at the moment.

Our in-house catering team offer a range of homemade and locally sourced hot and cold food, speciality coffee and snacks. Please see our Covid safe menu options below.

TEA, COFFEE & WATER - £2.00
+ BISCUITS - £2.50

BREAKFAST MENU

Basic - A selection of granola, cornflakes and fruit juice (dairy and non-dairy milk) £3.50

Full + A selection of granola, cornflakes and fruit juice (dairy and non-dairy milk) freshly baked pain au chocolate and croissants £5.90

LUNCH MENU

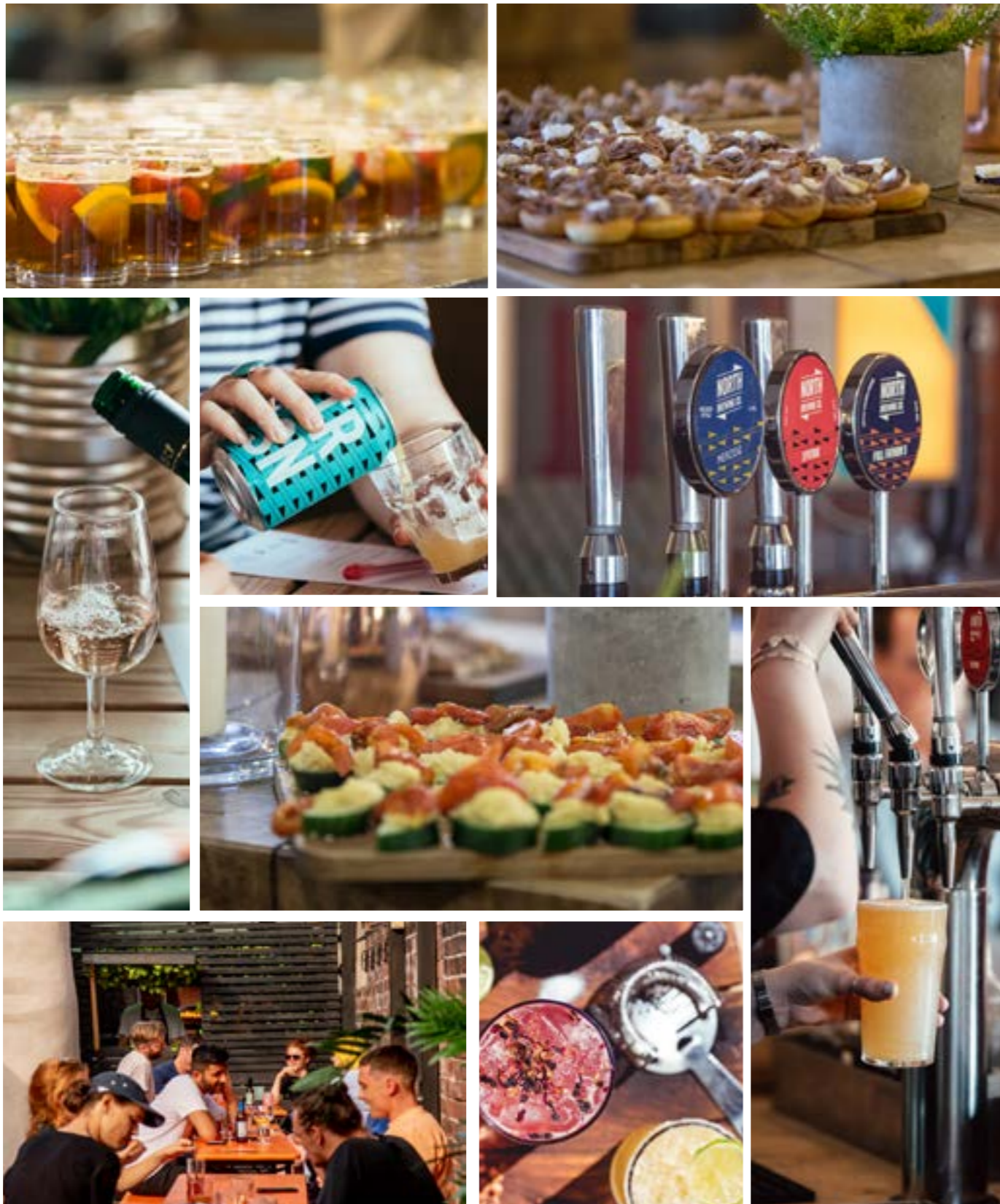
Basic - A selection of falafel wrap (ve), chicken and bacon cesar wrap, mushroom and sage roll (ve), sausage roll, crisps (v) £5.50

Full - A selection of falafel wrap (ve), chicken and bacon cesar wrap, mushroom and sage roll (ve), sausage roll, crisps (v), fresh fruit (ve), sweet treats (v) (ve) £7.50



All costs are listed per head and are ex VAT

It is advised that as all produce is fresh and sourced locally, 2 days notice is usually required to place a catering booking. Refunds cannot be given for any cancellation with less than 2 working days notice.



CANAPES AND DRINKS PACKAGES

CANAPES - We can offer a variety of canapes packages to suit your event.

- Rolled courgette with grilled red pepper and houmous (ve)
 - Sundried tomato and ricotta tartlets with pesto (v)
 - Smoked salmon and dill blinis with lemon soured cream
 - Pork sausage rolls with chilli onion relish
 - Nocellara and kalamata olives (ve)
 - Grissini breadsticks (v)
 - +
 - Charcuterie board
 - Cheese board
- £6.50 per head
- £8 per head

DRINKS PACKAGES - We can offer a simple paying bar or pre paid drinks packages.
Pre ordered drinks packages can be delivered in 3 ways
FREE BAR | TOKENS | BUFFET COLLECTION

FIZZ OPTION
(Il Colle Texture Prosecco)
£4 Per head, per drink

BASIC DRINKS PACKAGE
(House red or white wine, Beavertown Neck Oil, Red Stripe Lager, Stowford Press Cider)
£4 per head, per drink

ALL IN PACKAGE
(all canapes + unlimited free bar!)
£39 per head for everyone with no limit on orders.

CORONAVIRUS INFORMATION

Whilst using our building you will be expected to follow all the latest laws, government guidelines and advice. We have made every effort to ensure our spaces are COVID safe.

CANCELLATIONS

Full Terms and Conditions including a detailed cancellation policy are provided and signed as part of the payment process. If an event booked is affected by new or modified Covid restrictions and mean it cannot go ahead as planned it is free to reschedule the event for up to 1 year after its original date. If it is impossible to reschedule the event within 1 year your booking fee is 100% refundable.

Events unable to go ahead due to other Covid related issues such as organisers or speakers being ill, or being required to self-isolate, will be cancelled and you will receive a 50% refund of your booking fee.

ARRIVAL

Please ensure all members of your party arrive wearing masks. Upon arrival you will be greeted by a host who will instruct you on any check in procedures. The host will talk you through the safety measures we have in place and show you to the events space. They will be on hand for you throughout the duration of your event should you have any questions.

GENERAL BUILDING

You will only have access to the events space from your booked time, if any attendees are early or if the event is not ready attendees will have to wait outside. The Sheaf St cafe is not open to the public and your attendees will not be able to use the cafe space.

CATERING

The Sheaf St cafe and bar is currently open between 8:30am and 10pm, 7 days a week for food and drink. The catering options for meeting rooms are limited to Covid safe (but still delicious) options. We are a cashless venue with app ordering available.

Please head to our website for further information about how we are keeping you safe www.duke-studios.com/meeting-and-event-space





LOCAL INFORMATION

Duke Studios is in the South Bank area of Leeds City Centre and in close proximity to many amenities. If you need any further information, let us know and we can display our local knowledge!

PARKING

Duke Studios doesn't have any dedicated parking, but there is pay and display parking on the surrounding streets (Sheaf Street, Cudbear Street, Hunslet Road) via the RingGo app. We're also just across the road from [The Tetley car park](#).

PUBLIC TRANSPORT

We're an 8 minute walk away from Leeds Train Station which offers great transport links within the region and also nationally. We're also within close proximity to Leeds City Bus station. For more information please visit www.wymetro.com

LOCAL AMENITIES

The Sheaf St cafe and bar is open between 8:30am and 10pm 7 days a week for food and drink.

We're just a few minutes walk away from Leeds' main shopping areas meaning we're in close proximity to many bars, cafe's, restaurants and general nightlife. There are also other amenities you'd expect in a city centre such as banks, dry cleaners and florists. The Trinity Shopping Centre is within walking distance and offers a variety of shops and restaurants.

Our closest shop is Marks and Spencers which is approximately a 3 minute walk away at Crown Point Retail Park, which has many other shops.

HOTELS

The fact that we're in the city centre means you have free reign of all of the hotels Leeds has to offer, however there are a few that are particularly close by;

[IBIS BUDGET](#)

[JURYS INN](#)

[HOLIDAY INN EXPRESS](#)

[MALMAISON](#)

PETROL STATION

The closest petrol station is Asda Leeds Bridge and is 0.5 miles (3 mins) away.

ADDRESS

Duke Studios
3 Sheaf Street
Leeds
West Yorkshire
LS10 1HD

CONTACT

0113 245 9487
events@duke-studios.com

Duke Studios is a cashless venue. This is across the whole building, the café, all bars, all events and all services. We will only accept card payments. We have our own internal policies in place to ensure all our customers have an accessible and enjoyable experience, please do get in touch if you have any questions.



BOOKING PROCESS

1. [Fill out a booking form here](#)

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2. Your booking is reviewed

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3. We will get in touch to confirm the details.

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4. You will be sent Ts&Cs to sign digitally and an online payment invoice

|

5. Your event is booked in the calendar once your payment clears

|

6. You will receive confirmation and arrival information

|

7. Your booking takes place

3 Sheaf St, Leeds, LS10 1HD

+44(0)113 245 9487

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