



Love Coffee

OFFICE

48E High Street
Lurgan
BT668AU

PHONE

07743524710

02838327092

EMAIL

ben@lovecoffeeni.com

WEB

www.lovecoffeeni.com

Fundraising Fact Sheet

How can we help?

Love Coffee is the perfect place to host a wide spectrum of themed fundraising events. With vast experience in catering and events management we can help to give your fundraising venture a unique and exciting twist!

What is available?

We can help to facilitate most events for a small to medium sized crowd. We have previous experience hosting pamper parties, intimate acoustic nights, art house cinema evenings, coffee mornings and much more in our purpose built entertainment venue. In addition, should you need more space, we can help with design work, consultancy or outside catering.

We can also provide music with owner Ben's live wedding/ occasions band, anything from a single acoustic singer, a three piece ensemble, or a full six piece party band with sound man. The possibilities are endless!

How much does the venue cost to hire?

Love Coffee is available to hire on a room only basis at a flat rate of £50 per hour (including set up and breakdown time) paid in advance. This allows organisers to do whatever they want, show what they want, play what they want, and charge whatever they choose per ticket or at the door.

PA hire is included in the price, HD Projector and screen hire costs £50 extra, and food and drinks can be bought at our menu prices if **pre-ordered**.

How much does it cost to hire the venue for a movie night?

We offer a great value film package including: hot chocolate for everyone on arrival, popcorn, strawberries dipped in chocolate, nachos and tray-bakes served on tiered cake stands on each table. Then the full 1080p cinema experience is offered and almost any movie can be selected. We



"We hired Love Coffee for a fundraising venture and had a brilliant night. The staff were happy for us to takeover the whole building and were really helpful. Not only was the coffee and cake brilliant, the venue is totally unique and created a fantastic alternative atmosphere. We raised a huge amount of money for our cause, and Love Coffee took a huge burden of responsibility off us from an organisational point of view."

Lynne Givan, fundraising for TinyLife.

recommend that you sell tickets for this at £10 each, with £5 from each ticket paid to Love Coffee, and £5 paid to the charity. Please note that a minimum of 30 tickets must be sold. Final numbers should be confirmed 24 hours prior to the night.

What about themed nights?

We have also organised many nights for example: Girl's Night In with face masks, onesies and manicures; horror nights with ghost story telling; live magicians; musicians; pottery classes; football matches; sci-fi evenings; sports events - or maybe you have an idea of your own? Prices for these events fluctuate and so an individual quote will be given on application.

How do I run an Acoustic Night?

With regard to music nights, the private hire fee applies, and we can facilitate this easily. We can help by providing a sound engineer (from £20) graphic or poster designs (from £20) social media marketing and ticket sales (from £20) Once the hire price is paid, you can charge any price at the door that you choose, or encourage a charitable donation.

Any other rules?

- Sale of additional items, raffles, merchandise etc on the night is allowed, but must be approved in advance.
- Private hire options are available outside of our normal hours. Monday, Tuesday, Wednesday, Saturday or Sunday evenings are all available.
- We can comfortably seat a maximum of 50 adults upstairs, if you think your group will fragment, there is additional seating downstairs and outside.
- Love Coffee reserves the right to cancel any night, for any reason. Love Coffee reserves the right to remove any person from the premises at any time. In line with our duty of care, any activities which are deemed inappropriate for any reason can be terminated without warning, and under extreme circumstances the relevant authorities can be called.
- In instances when the venue upstairs is privately hired the consuming of alcohol on the premises is permitted on a BYOB policy, however there is a corkage fee. There must be



"Love Coffee provided the Canapes and Coffee for a recent Temple Spa pamper I organised at home for 12 people. The food was beautifully presented, tasted delicious and was very well priced. All of the girls raved about it and we had plenty to go around. I can't wait to use them again!"

Gemma Managh,
Outside Catering
Customer.

approved in advance for security and insurance reasons, and can never be permitted when anyone under 18 is present.

Any other advice?

The most successful nights are those which are the best organised. The more planning and preparation you can do, the better your event, here are some tips:

- Choose a date 6-8 weeks away and spend the first 2 weeks selling tickets for your event upfront.
- Always get the money in advance: psychologically people forget about ticket price which they paid weeks prior and are much happier to part with additional cash on the night. If you say "oh take a ticket, you can pay at the door..." Then the night already feels expensive, people contribute less, and then any additional revenue from raffles, spot competitions, or merchandise sales always suffers.
- If you can avoid it, don't have a policy allowing pay-on-the-day. This allows people to pull out with no notice. If the weather is bad, or the x-factor is on, or the dinner runs a bit late people decide they couldn't be bothered and your whole evening suffers.
- If you think the majority of your tickets could be sold online we can talk you through how to set this up, it's fairly simple.

If there is anything else we can help you with, don't hesitate to contact us we have run many, many successful fundraisers, all sorts of events - and we are always happy to help.

Regards,

Ben Nelson & The Love Coffee Team