



The Malt Room @ The Two Brewers, 80 Springfield Road, Chelmsford, Essex, CM2 6JY
01245 269055 info@twobrewerschelmsford.com

The Malt Room

ROOM HIRE FORM & AGREEMENT

Please get in touch if you wish to discuss a co promotion or for ongoing regular bookings

Venue Contact: May Davies or Ross Saunders, info@twobrewerschelmsford.com

Information on hire spaces and costs:

THE MALT ROOM

- Capacity 80
- Approx. 10m x 5m with an additional 4m x 2.5 in a 'L' shape – excluding bar area
- Seating arrangements: Each section has seating for 35 theatre style or 20 board room style
- Ground floor access
- Chairs, tables, AV equipment (HD Projector and screen, Microphone, Speakers) available

ENTERTAINMENT

A music sound system is provided within the room hire. Additional PA and disco equipment is available to hire. You are welcome to bring your own equipment/ DJ/ band in please discuss your requirements with a member of staff

UNDER 18s

Under 18s are welcome on our premises unsupervised until 9pm

Under 18s are welcome on our premises during opening hours if supervised by a nominated responsible adult

CATERING

Outside catering is not allowed in our venue. Our catering options include Buffets, BBQs and Pie and Peas (menus available online). If you require something different please discuss with us and we can arrange a bespoke menu. Tea, Coffee and Water is available for £1.50 per person per serving.

BAR

The Malt Room operates a cash bar (card payments can be taken at the main pub). We can arrange to stock specific drinks if outside our usual offering for example – particular cask ales, wines and fizz, bottled beers. Please discuss your requirements with a member of staff.

RATES

DAYTIME HIRE up until 5pm – Meetings, Christenings, Wakes, Parties, Events, Workshops etc			
Day	Time	Included	Price
Mon - Sun	Full Day (5 hrs and above)	Dedicated Bar (and with A/V equipment)	150 (180)
	Half Day (less than 5 hrs)	Dedicated Bar (and with A/V equipment)	80 (100)
	Full Day (5 hrs and above)	Room only (with A/V Equipment)	90 (120)
	Half Day (less than 5 hrs)	Room only no A/V Equipment	60 (80)

EVENING HIRE up from 6pm – Birthdays, Parties, Events, Anniversaries, Celebrations			
Day	Time	Included	Price
Sun - Friday	7pm – 11pm	Dedicated Bar and basic sound system	£125
Saturday	7pm – 11pm	Dedicated Bar and basic sound system	£150

On Friday and Saturday evenings it is possible to extend the hire until 1am charged at an extra £25 ph
Access is available depending on other bookings prior to your event for decorating is possible to arrange, please discuss your requirements with a member of staff.

Additional equipment

Disco Pack – Smoke Machine & Disco lights - £25

PA – Professional 8 channel mixer, microphones and speakers - £25

Both together - £40



Malt Room Booking Request

Main Contact Name					
Main Contact Address					
Main Contact Tel. No.					
Main Contact Email					
Date Required		Expected Numbers		Time required from	
Reason for event					

Daytime Hire ONLY - delete or fill in as required			
YES / NO	Length of Hire	Full day / Half day	
A/V requirements			

Friday & Saturday Evening Hire ONLY - delete or fill in as required			
Finish Time	11pm / 12 midnight / 1AM	Equipment	Disco Pack / PA / Both

ALL HIRERS	
Room Layout requirements	
Catering Required	YES / NO
Catering details <ul style="list-style-type: none"> Menu choice Tea/ Coffee (meetings) Times to be served 	
Other relevant Information	

Upon completion of this form we will provide you with an accurate price. Bookings are not confirmed until they are confirmed in writing by The Two Brewers and after a £50 security deposit is paid by the hirer.

Access to decorate can be arranged prior to hire but depends on other bookings – please speak to a member of staff.

Agreement of Hirer

I confirm I have read and agree to the Terms and Conditions of the Two Brewers hire policy.

SIGNED (HIRER):

DATE:

PRINT NAME:



TERMS & CONDITIONS

It is a condition of hire that the hirer reads these terms and conditions, signs to that effect and makes sure all their guests understand these terms and conditions.

Security Deposit

A £50 security deposit is taken to secure the booking which is retained for small breakages and damage and will be returnable from the day after the hire. It does not provide insurance should damage of a larger scale happen during your event. The hire fee must be paid at least four weeks before the hire commences. The £50 security deposit is non-returnable if the hire is cancelled within four weeks of the hire date.

Cancellation Period

If the Hirer wishes to cancel they must inform The Two Brewers, in writing by email, minimum of four weeks before the first date of the period of hire. Failure to do so will result in your deposit being withheld.

No Smoking Policy

This is a No Smoking building, smoking is not allowed in any area within the building.

Room Layout Arrangements

You must not block any exits or access to emergency equipment. Chairs and tables can be provided, however if you require more than we can supply, you will be expected to source them yourself and arrange delivery on the day of hire at a time convenient to The Two Brewers.

First Aid Kit

A first aid kit is available on site.

Fire Safety & Alarm

The building is equipped with fire alarms. A member of staff will be present at all times and will guide you and your guests to a safe place in the event of a fire.

Health & Safety & Fire Risk Assessments

You may need to complete both Health & Safety & Fire Risk Assessments for your event, we will inform you if this will be required by yourselves. Copies of both documents must be filed with Two Brewers at least one day before the hire period begins. We will risk assess each event and if this results in additional resources, eg door staff then additional costs may be incurred.

Equipment

Any external equipment brought in must be PAT tested.

Catering

We do not allow outside catering in the Malt Room. Catering for your event can be provided by The Two Brewers. Please see additional document.

Cleaning

It is the responsibility of the hirer to ensure the room(s) used are left in a reasonably clean and tidy condition as they were found, and any contents temporarily removed from their usual positions replaced. Breakages and damages must be reported. Subject to the review of the Condition Report, the security deposit may be retained to cover the costs of repair/ replacement.

Conditions

Windows and doors must be kept shut when amplified music and entertainment is provided.

Under 18s

No unaccompanied under 18s are permitted on our premises after 21:00. Supervised children are allowed at any time and are the sole responsibility of the designated supervisor named above.

Insurance

We have our own Employer and Public liability insurance. Following risk assessment we will determine whether any additional insurance is to be taken out by yourselves.

Other Information

The Two Brewers is situated in close proximity to residential areas so please be respectful of local residents and please keep sound at a respectful level and keep doors closed once activities start.

If the Hirer is in any doubt as to the meaning of anything of the above, they should consult The Two Brewers immediately.