

EVENING HIRE The Two Brewers, 80 Springfield Road, Chelmsford, CM2 6JY

MALT ROOM booking@twobrewerschelmsford.com

Name: Contact number: Date Required:

Postal Address: EMAIL Address:

Room Hire Cost

The Standard Hire fee is £160 from 7pm until 11pm

The Room will be available to access an hour before your hire. It may be possible to access the room earlier in the day depending on other bookings and by arrangement only. Please ensure that no more than 80 people are inside the function room at any given time.

Bar service where numbers are over 30 and exclusive use of the room and an agreed amount of outside space.

Room access is available 1 hour prior to the booking and can be available even earlier when the room is not in use.

Additional options

Professional PA Disco system with disco lights and speakers £50

Set up ready for you to add your music. Provided with a standard 3.5mm jack (regular headphone lead) For phones or devices with bespoke headphone outputs, you will need the converter for your device as we don't carry every make and Model.

Additional Hours £25 Up to 1am

In-house DJ £160 (to include use of PA system above)

We provide a member of trained staff to operate the sound system, keeping the music flowing throughout the night to an agreed playlist or genre. We also allow your guests to request songs, giving a bespoke soundtrack to your night. Alternatively you may organise your own music.

Malt Room Karaoke + DJ £200

As well as keeping the background music playing, we will cue up karaoke songs with a professional Karaoke system and song sheets for you and your guests to sing along to on our large screen with wireless microphones and stands. This is a great addition to get people up dancing and singing!

Catering

We do a range of packages to suit different occasions as an example our classic buffet is £8pp and we offer a BBQ at £10pp see the website for more details.

If you wish to organise your own catering, we have a surcharge of £60 and will provide tables, banquet roll and plates.

Summary

Please fill in the form below with as much details as you have.

Note: if you choose to use our DJ or Karaoke systems you DO NOT also need the Disco equipment as it is included.

Expected Numbers: Start Time: End Time:

Disco System: Extra hours: (£25ph): DJ (£160):

Karaoke (£200)

Catering: Serving time: Own Catering (£60):

Catering Details & Information:

Other information

Classic:

Premium:

Deluxe:

Quantity:

Deposit

A £60 deposit is required as to secure the booking and will cover any small damages. Note our confetti policy – it is not permitted to use foil confetti unless you have agreed the cleaning charge in advance. You are reminded that the room must be completely cleared at the end of your hire. Anything left will be discarded by our cleaners and if necessary, charged against the deposit. **SIGNED:**

Please note our 'no foil confetti' rule
Access is available from 6pm. Earlier times may be possible if the room is not in use by arrangement only

Office only

Deposit paid YES/NO

Method: Cash/Card/BACS

Date:



Room Hire and extras Paid YES/NO

Method: Cash/Card/BACS

Date:



Catering paid YES/NO

Method: Cash/Card/BACS/N/A

Date:



Deposit:

Returned date:

SIGNED _____