

Malt Room Hire

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

booking@twobrewerschelmsford.com **01245 269055**



Name:	Day & Date Required:
--------------	---------------------------------

Contact no.:	Email:
---------------------	---------------

Postal Address:

Two Brewers Sort: 23-05-80 (please use your name as reference) Account No: 37595292	Account name: (For returning your deposit following the hire) Sort: : _ - _ - _ Account No: _ - - - - -
------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

Please describe the purpose of the hire:

Room Hire Cost

- | | | | |
|-------------------------------------------------------------------------------|------|--------------------------|--|
| Hire Deposit - This is returnable after the hire | £100 | <input type="checkbox"/> | |
| Hire Deposit – This is returnable after the hire (18 th Birthdays) | £200 | <input type="checkbox"/> | |
| Daytime rate is (minimum 2 hours) per hour is: | £45 | <input type="checkbox"/> | |
| Evening Hire fee from 7pm -midnight is: | £325 | <input type="checkbox"/> | |
| Additional Hour till 1am: | £60 | <input type="checkbox"/> | |

Number of Guests Expected:

Music

- | | | |
|----------------------------------------------------|------|--------------------------|
| No help needed with the music | £0 | <input type="checkbox"/> |
| Playlist curation (not continuously monitored): | £95 | <input type="checkbox"/> |
| Music Operator – available for songs requests etc: | £200 | <input type="checkbox"/> |
| Karaoke with Music operator: | £220 | <input type="checkbox"/> |

Times (for daytime hire only)

-

Please remember:

No Confetti or Confetti balloons – It's really difficult to clear up!

Catering

- Please see separate catering page online.
- | | | |
|---------------------------------------------------------------|-----|--------------------------|
| We would like one of the catering options. Details to follow: | £?? | <input type="checkbox"/> |
| Self-Catering: We charge a small one-off surcharge for this | £60 | <input type="checkbox"/> |

Catering requirements: - (other options available)

2 item BBQ £13pp	QTY	<input type="checkbox"/>
Classic Buffet £12.75pp	QTY	<input type="checkbox"/>
Deluxe Buffet £14.75pp	QTY	<input type="checkbox"/>

Cost Summary:

Deposit information

The £100 deposit is required as to secure the booking and will cover any small damages. After a review, we will contact you to arrange the return of the deposit. **Note our confetti policy** – it is not permitted to use foil confetti unless you have agreed the cleaning charge in advance – this includes inside un-popped balloons. You are reminded that the room must be **completely cleared** at the end of your hire. The room must be empty by the finish time. If you need more time, please add an additional hour in advance. Anything left will be discarded by our cleaners and if necessary, charged against the deposit. To secure the hire, we need both **this form** and the **deposit**. We return the deposit the same way that its paid. If we find any alcohol not purchased from us, we will confiscate and ask the perpetrator to leave it and may need to close the party early as it is strictly not permitted and it can affect our license. Your deposit will also be withheld to cover opportunity cost. Hirers and their guests are not permitted behind or in restricted areas. Any thefts will be reported to the police however minor. Note the bar will be available when the management deem it suitable only. It is not part of the hire. CCTV is in use.

I Accept responsibility for the hire and for my guests and will adhere to the terms in the terms and conditions

Please sign only when you have read our **full terms and conditions** available on our website or in print if required

For Deposit via BACs:

SIGNED:

Deposits will be returned after the completions of the hire.

Office only

Deposit paid YES/NO	Room Hire and extras Paid YES/NO	Catering paid YES/NO	Deposit:
Method: Cash/Card/BACS	Method: Cash/Card/BACS	Method: Cash/Card/BACS/N/A	Returned date:
Date:	Date:	Date:	SIGNED _____