



The Malthouse Project Room Hire Pack



The Malthouse Project
8 Elsey's Yard
Risbygate Street
Bury St Edmunds
Suffolk
IP33 3AA

Dear Sir/Madam

Thank you for your enquiry about booking a room at The Malthouse Project. We hope to be able to accommodate your requirements. Please see attached the following information:

- Booking form
- Equipment and catering
- Room hire charges
- Terms and conditions

To proceed with a room booking, simply complete the booking form and sign the Terms and Conditions, and return both documents to the address shown above or fax to 01284 705393. *Please remember to keep a copy of the Terms and Conditions for your reference.* Once the completed form and deposit (if required) is received and you have received acknowledgement from a member of the Room Booking Team at The Malthouse Project, then your booking is confirmed.

If you require any further information, please do not hesitate to contact Barbie Eager at The Malthouse Project on tel: 01284 732550 or email: bookings@themalthouseproject.co.uk.

We look forward to hearing from you soon.

Yours sincerely

The Room Booking Team



Room Booking Request Form

Contact name:	
Organisation name:	
Telephone number:	
Mobile:	
Email address:	
Registered charity no.:	
Invoice address:	
Date(s) of meeting:	
Purpose of meeting:	
Time of meeting Start time:	
Finish time:	
Number of people:	
Room required: <i>(please tick)</i>	
<input type="radio"/> Beamed Room (holds 50 people max.)	<input type="radio"/> Kiln Café (holds 16 people seated) <i>(café chairs may not be suitable for long meetings)</i>
<input type="radio"/> Heritage & Training Room (holds six people max.)	
Room layout <i>(please tick)</i>	
<input type="radio"/> Theatre	<input type="radio"/> U Shape
<input type="radio"/> Boardroom (table seats 20 people)	<input type="radio"/> Classroom
<input type="radio"/> Other, please state:	
Equipment <i>(see attached sheet for equipment available)</i>	
<input type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 6
Catering <i>(see attached sheet for full menu details)</i>	
<input type="radio"/> Menu A how many for?.....time required.....	<input type="radio"/> Menu B how many for?.....time required.....
<input type="radio"/> Menu C how many for?.....time required.....	<input type="radio"/> Menu D how many for?.....time required.....
<input type="radio"/> Menu E how many for?.....time required.....	<input type="radio"/> Tea and coffee how many for?..... time(s) required.....
<input type="radio"/> Fruit juice how many for?..... time(s) required.....	<input type="radio"/> Biscuits how many for?..... time(s) required.....
<input type="radio"/> Cakes and pastries how many for?.....time required.....	Special dietary requirements:
Any other requirements:	

How did about the room booking facilities at The Malthouse Project?

- Newspaper article
- Advertisement
- Yellow pages
- Whilst visiting the Malthouse Kiln Café
- Recommended by a friend/colleague
- TIC 'Meetings & Conference Hire' leaflet
- Malthouse Project website
- Other website, please specify:
- Other source, please specify:



Supplementary sheet with room booking form

Equipment

1.	Entertainment centre (incorporating computer, projector, PC, DVD and CD player)	No charge
2.	LCD screen	No charge
3.	DVD and video player	No charge
4.	Flipchart, paper and pens (marker, dry wipe, etc)	£5.00
5.	Lectern	No charge
6.	Induction loop with microphone	No charge

Fax and photocopy service available at 10p per copy/fax

Catering menu

Menu A:	Tea & coffee and Danish pastries	£2.50 per person
Menu B:	Selection of sandwiches and fresh fruit	£3.00 per person
Menu C:	Selection of sandwiches, fresh fruit and cake	£4.00 per person
Menu D:	Sandwiches, tortilla chips, sausage rolls, cheese puffs and cake selection	£4.50 per person
Menu E:	Sandwiches, crudités and dips, mini quiches, various canapés and fruit kebabs	£5.00 per person
Drinks:	Tea & Coffee	£1.50 per person per serving or; £3.00 per person all day with a max. of three servings
	Jugs of water	No charge
	Fruit juice	£2.50 per jug
Extra's:	Biscuits	65p per person
	Cakes and pastries	£1.50 per person

All prices are excluding VAT

If you require a variation, e.g. hot dishes, to the set menus above, please state at the time of making your room booking. These would be priced separately by the Catering & Events Manager.

For further details on the rooms, equipment and menus, please do not hesitate to contact Barbie Eager or Simon Johnson at St Matthew Housing on tel: 01284 732550 who will be pleased to help wherever possible.



The Malthouse Project – Room hiring charges

Morning 9.00 – 1.00

Afternoon 1.30 – 5.30

Full day 9.00 – 5.30

All rooms are not available to hire on Wednesdays between 12pm – 4pm.

Beamed Room

Weekday rates only	Standard rate	Charity rate (25% discount off the standard rate)
Morning	£85.00	£63.75
Afternoon	£85.00	£63.75
Full day	£150.00	£112.50
Additional hourly rate	£25.00	£18.75

Heritage/Training Room

Weekday rates only	Standard rate	Charity rate (25% discount off the standard rate)
Morning	£25.00	£18.75
Afternoon	£25.00	£18.75
Full day	£50.00	£37.50
Additional hourly rate	£10.00	£7.50

Kiln Café

The Kiln Café is available for weekend and bank holiday hire with a catering package. Please contact the Room Booking Team for further details and rates.

If you would like to discuss evening bookings with a catering package, please contact the Catering & Events Manager, Simon Johnson, directly on tel: 01284 732550 or bookings@themalthouseproject.co.uk.

All prices shown above are excluding VAT

If you would like to discuss your requirements further or the hire charges, please contact the Room Booking Team on tel: 01284 732550 or bookings@themalthouseproject.co.uk.

The Malthouse Project Room Hire

Terms and Conditions

All bookings made at The Malthouse Project will be deemed to be subject to the conditions stipulated below.

1. **Confirmation:** All bookings will be treated as provisional until such time as St Matthew Housing receives a signed copy of this contract. The booking fee permits the hirer to use the rooms hired in the booking along with the specified toilets. The upper floor kitchen facilities may be used. Car parking spaces are not provided as part of the hiring, though special arrangements can be made for disabled guests.
2. **Numbers:** The hirer must inform St Matthew Housing of the final number of guests two working days before the booking date. Where catering is to be provided, the hirer must inform St Matthew Housing of the final number of guests and catering requirements, including any special dietary needs five working days before the event. Where equipment is being hired, the hirer must inform St Matthew Housing of equipment needed five working days before the event. The hirer must also provide an attendance list to St Matthew Housing before the function.
3. **Use of rooms:** The hirer shall not use the rooms for any purpose other than that described on the booking form. The hirer shall not sub-hire or allow the rooms to be used for any unlawful purpose or in any unlawful way. The hirer shall not do anything which may endanger St Matthew Housing/The Malthouse Project, its reputation or any insurance policies in respect of St Matthew Housing/The Malthouse Project. The hirer shall not be a disturbance to any other person in The Malthouse Project or surrounding area.
4. **Payment:** All accounts incurred will be invoiced. Payment is due 30 days from issue of the invoice and can be paid by either BACS or cheque. Interest on late payment will be charged at 4% per month. Where a non-refundable deposit is required this must be paid with confirmation of hire.
5. **Cancellations:** If the hirer wishes to cancel a room booking they must advise St Matthew Housing verbally as soon as possible followed by a written notice of cancellation. Late cancellation fees, inclusive of catering charges are as follows:

Days prior to booking start date:	Cancellation fee:
More than 28 days	-
28-14 days	-
14-7 days	50%
7 days – 1 day	75%
24 hours	100%

Please note that the above late cancellation fees apply irrespective of whether St Matthew Housing is able to find an alternative booking.

St Matthew Housing reserves the right to cancel a booking if:

- (a) The Malthouse Project is closed due to fire, dispute with employees, by order of public authority or as a result of any circumstance beyond the reasonable control of St Matthew Housing;
- (b) The event being held by the hirer might prejudice the reputation of St Matthew Housing/The Malthouse Project and, in such a situation, St Matthew Housing's only liability to the hirer shall be the refund of any deposit paid in relation to the cancelled booking;
- (c) the hirer is more than 30 days in arrears in payment to St Matthew Housing.

6. **Room hire rules: *The Malthouse Project contains office accommodation and homes for local people. Those hiring the rooms are asked to respect the other users of the building.***

- Abusive language and violence will not be tolerated. The caretakers at The Malthouse Project will be authorised to escort people off the premises.
- Children under 12 visiting The Malthouse Project should be accompanied by an adult.
- Due to the material used to build the walls the hirer is not allowed to stick, pin or blue tac any items onto the room walls, windows or doors.
- The building is strictly no smoking throughout the inside and immediately outside the front of the building.
- Alcohol is not permitted in the building without seeking permission first. SMH reserves the right to refuse.
- The hirer is not permitted to bring in their own food or drink to The Malthouse Project.
- No animal is to be brought into the premises, apart from guide dogs.
- Guests should not use the internal courtyard, which is an area for tenants of St Matthew Housing. This area should only be used as a means of escape in the case of fire.
- To safeguard the oak floors guests are requested not to wear steel tipped heels.
- No additional lights or extensions shall be used without the permission of St Matthew Housing staff.
- The hirer is not permitted to use naked flames, candles or petroleum gas on the premises at any time

7. **Damage:** St Matthew Housing shall not be responsible for;
- a. any loss of or damage to property arising out of the hiring, nor for any loss, damage or injury which may be incurred by or happen to or be done to any person attending the premises during the hiring.
 - b. any loss due to any breakdown of equipment, failure of electricity, leakage of water, fire government restriction, act of god which may cause the premises to be temporarily closed or the hiring interrupted or cancelled.

The hirer shall indemnify St Matthew Housing against any claim in respect of any loss, damage or injury which may arise from

the hiring or which may be made by any person attending the premises during the hiring.

In the event of any damage or loss to the premises or its surroundings or anything within the said premises or surroundings arising out of the hire, the hirer shall make good at his/her own expense all such damage or loss. If the hirer fails to do this within two days of the occurrence the hirer shall be taken as having authorised St Matthew Housing to make good such damage or loss and the hirer shall indemnify St Matthew Housing against all costs, charges and expenses in relation to damage or loss.

8. **Equipment:** Any portable electrical equipment brought onto the premises must have a current portable appliance test certificate.
9. **Finishing times:** Conferences, meetings and functions are required to finish at a time agreed when the booking is made. Extensions to such agreed times shall not be possible unless agreed with St Matthew Housing.
10. **Leaving the building:** The hirer shall at the end of the hiring leave the premises in a clean and orderly state and in default of doing so, indemnify St Matthew Housing against the cost of making good the premises.
11. **Health and fire safety:** The hirer is required to make themselves and guests aware of and adhere to all health, safety and fire regulations at The Malthouse Project. A copy of the evacuation plan and fire notice will be sent with the booking pack. Hirers are asked to familiarise themselves with the content and copies of these documents will also be presented to the hirer upon arrival. Please note that whilst St Matthew Housing has conducted its own health and fire safety risk assessment of the room(s) and its equipment it is the responsibility of the hirer to conduct their own risk assessment of the activities taking place and any additional equipment used. During normal office hours if the hirer is responsible for or has an accident or incident resulting in a near miss this should be reported to reception. There is not a first aider on duty out of office hours; in the event of an emergency the hirer should dial 999.
12. **Broadcasting/filming rights:** The hirer shall not grant broadcasting or filming rights without the prior consent of St Matthew Housing but cameras may be brought into and used inside the premises for private (but not commercial) purposes provided that no nuisance or annoyance is occurred.
13. **Right of entry:** The right of entry to the premises is reserved to an authorised officer of St Matthew Housing or any police or fire officer at any time during the hiring.

Hirer signature:	
Hirer print name:	
Position:	
Date:	

Please retain a copy of these Terms and Conditions for your own records.