

442 Bar & Grill
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VAT registration No. 247 7193 78

‘THE BOARD ROOM’

DATE :

NAME	
ADDRESS	
CONTACT NO	
DATE OF FUNCTION	
TIME ROOM REQUIRED	
OCCASION	
GUESTS	
ADDITIONAL COMMENTS (DJ/ PITCH HIRE/ BOUNCING CASTLES ETC)	
FOOD REQUIREMENTS	

FEES & CHARGES

ROOM HIRE £70 (6 hours £15 per hour additional above this time) (Payable to Secure Booking) Bookings of 3 hours or less £50	DATE :	SIGNED :
FOOD £..... (Payable 14 days before booking)	DATE :	SIGNED :

DECLARATION

I/We do hereby agree to pay a booking deposit of £100. I/We understand this fee is refundable the day after the event if all parties agree that the room is left in a clean state, no damage to any furniture or fittings and no food trays have been removed off the Premises, and that all furniture is replaced to its original position as it was found.. The room Hire fee and any food add on to be paid 14 days prior to the booking. I/We have read and understood the booking notes attached. All parties agree to the fees stated above and hereby accept the amounts charged.

Please sign below to say you have read, understood, & received a copy of the below

FULL NAME :	
SIGNED :	
DATE :	

442 Bar & Grill Room Hire

A function room for private hire suitable for all occasions

- Family Meals
- Private room to watch Sports Events
- Quiz nights
- Poker Night
- Corporate Training
- Baby Showers

Price includes waitress service for all drinks

Buffet Food

- Feel free to order off the menu (see website or pop in and grab one for most current menu), either on the night or you can always pre-order with the Kitchen before the event (preferable)

Want affordable, quality food options for your function? See below menus to see what we can offer.

Option 1 £5.00 per head, Cold finger buffet including selection of sandwiches, cobs, rolls, assorted platters, garlic bread, sausage rolls, cheese & onion rolls, pork pies, quiche, cocktail sausages, bread sticks & a selection of desserts (see appendix 1).

Option 2 £5.00 per head hot Indian snacks (samosa, pakora, sauces, poppadoms) and a main course (chicken curry/daal, rice or naan).

Option 3 £6.95 per head Indian 2 course, freshly prepared on site meal including sheekh lamb kebabs, tandoori chicken tikka, samosa, sauces, poppadoms, mains a choice of chicken curry, tarka daal/mixed veg, rice, naans, yoghurt.

Feel free to have a selection of the above, just let us know and we can give you a price.

Queries, allergies or special requests on Food: Get in touch by one of the means below.

Function room:

An excellent Board room overlooking the Aspray Arena. Available for private hire for **max. 35 people**.

With a corner suite and coffee tables as well two large table to gather family & friends around, the room is complete with a large TV screen enabling to view the live action or to present.

Thanks for your interest in hiring our function room!

FAQ

Who should I speak to regarding hire of the function room?

You can get in touch with us in many different ways; email (info@442bar.com), telephone/text 07737 977892 or 01902 609946, Twitter (@442Bar), Facebook (442Bar), or the good old fashioned way and pop in to have a chat with a real person (Mon-Fri 430pm till late, Sat-Sun 12pm till late).

What is the cost of hiring the function room?

The cost of hire for the lounge room is £70.00 to secure the booking (£50.00 for 3 hours or less).

Do I need to be a member to hire the room?

No

How many people can it hold?

Seated : 35 seated

Total occupancy: 35 people

How do I reserve the room?

By paying the full hire charge you will reserve the room for your date.

Is the function room available ondate?

Just contact us by any means as above and will advise.

Food / Buffet

Can I make / bring my own? Yes you can! We do ask that all waste food, plates, cutlery, trays are removed at the end of the night.

Do you offer any catering services? Yes we do. Please see the options, or speak to staff if you have any special dietary requirements.*

We can tailor this to your requirements.

Payment for any of the Buffet options is required at least 14 days before the event.

***Any left over food MUST be taken away at the end of the function, we do ask if you do wish to take food away please bring your own containers/tupperware and storage. Unfortunately we do not have the facilities to store any leftover food to be collected at a later time.**

Any Buffet trays provided by the venue must be returned at the end of the function, we are unable to provide these to take any leftover food away. These will be chargeable if removed.

DISCO / ENTERTAINMENT

Unfortunately we do not allow DJs or any live music performances in the Boardroom.

The room has been designed & constructed for sit down activities!

Can the room be decorated?

Yes, but we or our staff do not offer decoration and are unable to assist in this. You are welcome to decorate the room yourselves as long as no damage is caused to walls & furnishings. No sticky tape, Blu Tack is allowed.

You are allowed to move tables & chairs around to suit your requirements, however, we do ask that all furniture is replaced back to its original position immediately after your event has finished. Unfortunately our staff will not be able to do this for you. The room will be cleaned by our cleaning team after your event, they are also unable to move furniture back. Thank you for cooperation with this matter.

Is there an area where children can play?

Children must be supervised at all times by an adult during your function. There are substantial grounds around the bar including artificial 3G football pitches, not free to use but if you do require speak to us and we will advise.

What times can we have the room from/till?

This depends on the day. Usually on weekends you can come in and start decorating/preparing earlier, however some weekends there may be a day time function which may last until 5pm. Speak to staff at the club to find out from what time the room is available.

The function room is available for hire until midnight.

Can I bring my own alcohol?

No! No drinks alcoholic, energy or soft drinks are permitted to be brought in from outside.

Is there Wi-Fi?

Yes this is picked up from 'BT Sport'. No password is required.

Fire Safety

There will be no planned fire drills on the day of your event, if there are you shall be notified in advance.

The Fire Alarm in the Building is a continuous ringing siren. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings. Follow the evacuation arrows (green 'running man' signs) to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route; therefore it is important that you follow the signs. Upon leaving the building make your way to the designated Fire Assembly Point located at the left side of the car park (near the entrance). Remain at the Assembly Point until given instructions to do otherwise. Do not, under any circumstances re-enter the building until given authority to do so. IF YOU DISCOVER A FIRE Raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle a fire unless it is safe.

Please note for all private bookings it is the responsibility of the lead event organiser (person signing the form or designated person) to ensure that all guests follow the above instructions and leave the building.

I have another question...who should I ask?

Just pop in or drop us a line by email or social media and we will do our best to answer you right away.

- We operate a strict policy on underage drinking. Guests that appear to be under 25 years of age may be challenged for photo identification in the form of a passport or a driving license.
- Final numbers to be confirmed 14 days prior to the event start date.
- Insurance - We do not accept responsibility for the damage and safe keeping of any goods or personal property brought to the building before, during or after the event. It is the hirer's responsibility to arrange adequate insurance to cover such items.

**Thanks again and we hope you have a great
function at the 442 Bar!**

Appendix 1 - Food Option 1

Menu Under 50

Selection of Sandwiches & Cobs

Cheese, Ham, Chicken, Salmon, Egg Mayo

Pork Pie

Quiche

Savoury Eggs

Sausage Rolls

Cheese & Onion Rolls

Chicken Nuggets

Cocktail Sausages

Mixture of Chicken wings and legs

Samosa

Onion Bhaji

Spring Rolls vegetable & Duck

Pizza

Garlic Bread

Cheese & Pineapple

Bread Sticks & Dip

Pasta Salad

Salad Tray

Selection of Gateau's

Swiss Roll (chocolate & Strawberry)