

# Venue Hire 2015-16



## WELCOME

Queen Mary Student Union have a number of venues available for external hire suitable for corporate events, Christmas parties, charity events, birthday parties, weddings, leaving parties and a range of other social events. The Union has two venues one of which comprises of 2 rooms. All our rooms have their own unique facilities, ambiance and are equipped with bar facilities.

All our Venues & Events team have significant experience in organising and delivering a variety of events and projects. All venues offer fully trained staff and security for your events and we have a relationship with a number of quality suppliers of DJ, Lighting, Décor, Sound and other useful services.

A personalised event management facilitator is available to assist you with planning your event.

All our can also provide catering requirements in all venues and more bespoke refreshments for your catering needs.

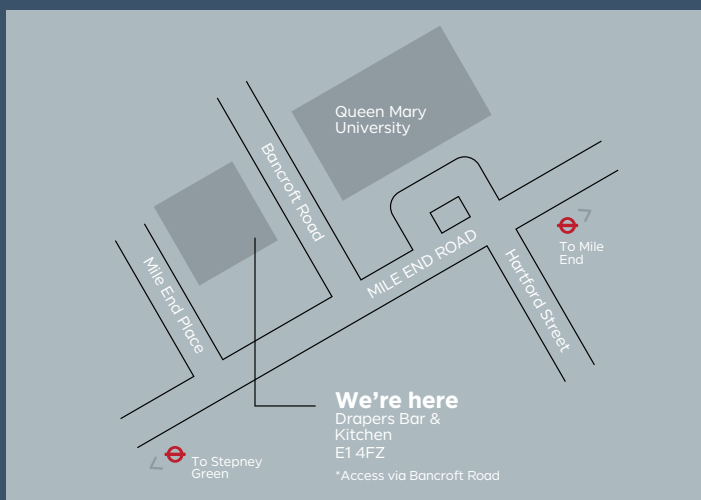


# drapers bar&kitchen



- 600 capacity licensed venue, with full equipped kitchen and PA system.
- Suitable for parties, press launches, dinners, club nights, dance classes and conferences.
- Has its own bar with a wide range of drinks, full catering available.
- Drapers Bar and Kitchen boasts a high end fixed sound system include CDJ 1000's, and mixer, ipod connection, Boxy music play list system and access to 5 plasma screen & 2 DVD players.
- Cloak room available on request.
- Licensed from 11:30 am until 2am. 7 days a week. Extensions can be applied for on request.

## WHERE WE ARE



## HOW TO FIND US

Queen Mary Students' Union  
Mile End, London E1 4FZ

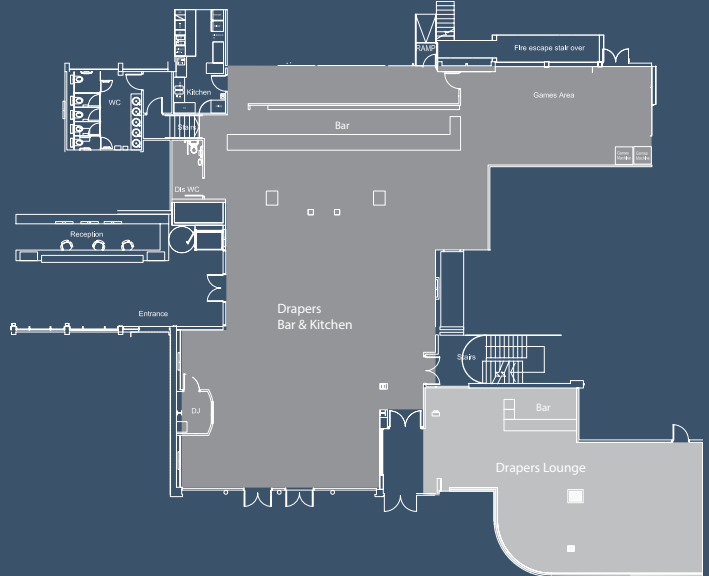
### Traveling by Train

There are regular underground services to the venue. Nearest stations Mile End & Stepney Green for Hammersmith and City, District & Central Lines. Please refer to the TFL website for tube times and route options.

### Traveling by Car

From the North Circular (A406) head east on the A12 heads through the heart of East London past iconic landmarks of the Olympic Park, turn right onto the A11 via Bow roundabout. We are located on the west side of Queen Mary University Campus.

# drapers bar&kitchen



	DRAPERS BAR & KITCHEN	DRAPERS LOUNGE	GRIFF INN BAR & KITCHEN
DJ EQUIPMENT	2 x Pioneer CDJ 950's 1 x Allen & Heath Xzone one (Mixer)	2 x Pioneer CDJ1000 MK3's CD/MP3 Player 1 x Pioneer DJM 700 Nexus Mixer	2 x Pioneer CDJ 850's 1 x Allen & Heath Xzone one (Mixer)
SOUND	12 x PS8 Nexo speakers 8 x LS400 Nexo speakers 6 x RMX2450 QSC Amplifiers	8 x PS8 Nexo speakers 6 x LS400 Nexo speakers 4 x RMX2450 QSC Amplifiers	4 x F12 martin speaker 2 x F10 Martin speaker 5 x AQ 8 martin speaker 2 x S18 Martin sub Bass 1 x S12 Martin Sub Bass 5 x RMX2450 Amplifiers
VISUAL	5 x Samsung 50" Plasmas 2 x DN – V100 Denon DVD Player 1 x HDMI 4 x 4 matrix Switcher	1 x XEED 600 Canon 1 x Projector 1 x 3m projector screen	2 x 51" Plasmas 1 x P300X NEC projector 1 x Projector screen 1 x HDMI 4 x 4 matrix switcher 1 x Denon V6000 Blu-Ray Player
LIGHTING	6 x Spot 160 CT Robe 4 x Scan 250 CT Robe 2 x Mirror ball Martin Light Jockey	6 x Spot 160 CT Robe 2 x Mirror Ball 2 x Funky Robe 1 x Hazer 400 ft Robe 2 x Kam laser scan 170 2 x Kam Laser scan 180 Showcad touch screen Lighting system	6 x Martin Mac 250 12 x Pulse LED par can Showcad touch screen lighting system
MOBILE EQUIPMENT	2 x QSC k 10 loud speakers 10 x Mic stands 5 x SM 58 4 x SM 57 1 x Kick Drum Mic 5 x DI Boxes		



# drapers lounge



- 250 capacity licensed venue, with PA system and projector
- Suitable for small parties, movie nights, comedy nights, live music, dance classes, conference, and meetings
- It has its own bar facility, and full catering can be provided.
- Our in house fixed sound system includes CDJ 1000's, and mixer, ipod connection, Boxy music play list system and access to 3m projector screen and projector.
- Licensed from 11:30 am until 2am, 7 days a week. Extensions can be applied for on request.

## WHERE WE ARE



## HOW TO FIND US

Queen Mary Students' Union  
Mile End, London E1 4FZ

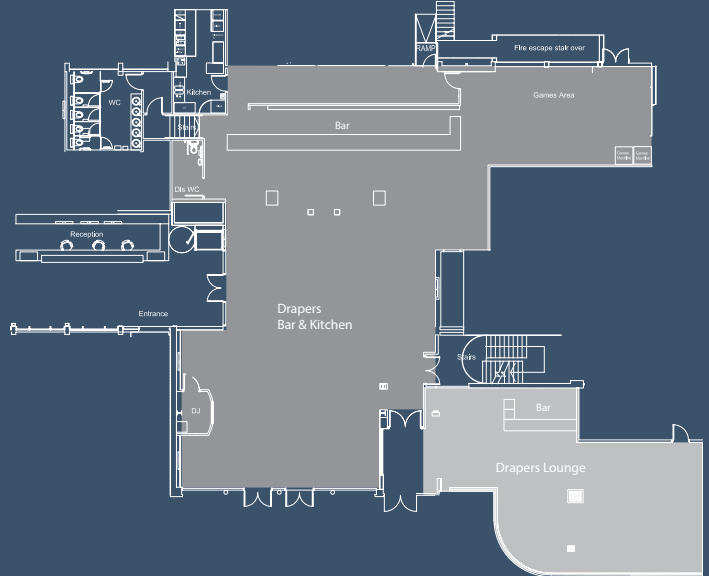
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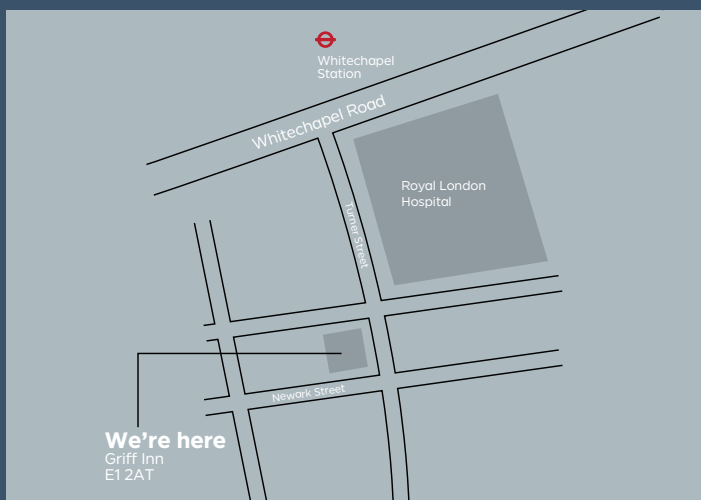
# the Griff Inn

BAR & KITCHEN



- 300 capacity licensed venue with fully equipped kitchen, bar and PA system.
- Suitable for small parties, movie nights, comedy nights, live music, dance classes, conferences, and club nights.
- It has its own fixed bar facility with a wide range of drinks, full catering available.
- In house fixed sound system include CDJ 950's, and mixer, technique 1210's, ipod connection, Boxy music play list system, karaoke machine and access to 2 plasma screen, projector screen and a blu ray player.
- Licensed from 11.30am until 12am everyday and until 2am Wednesday & Friday. Extensions can be applied for on requests.

## WHERE WE ARE



## HOW TO FIND US

Barts and The London Students' Association  
Stepney Way, Whitechapel, London E1 2AT

### Traveling by Train

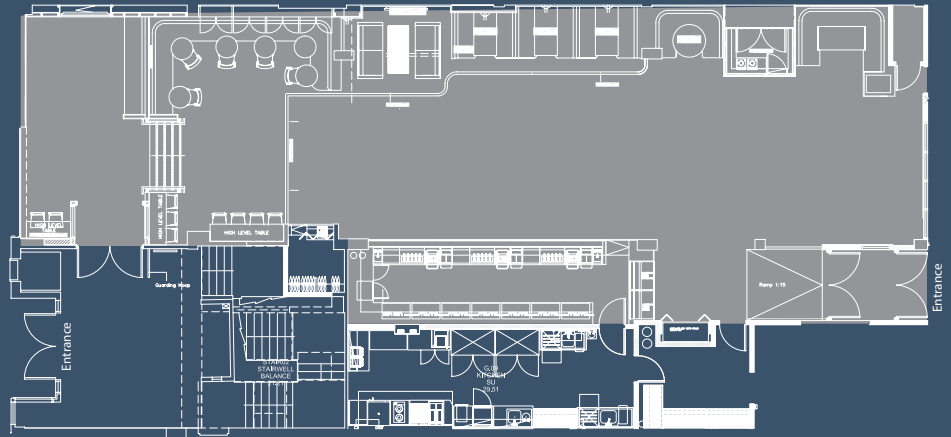
There are regular underground services, overground and soon Cross rail to the venue. Nearest stations are Whitechapel & Aldgate East for Hammersmith and city, District, Metropolitan, Overground & Cross rail. Please refer to the TFL website for tube times and route options.

### Traveling by Car

From the North Circular (A406) head east on the A12 heads through the heart of east London past iconic landmarks of the Olympic park, turn right onto the A11 via Bow roundabout. We are located behind the Royal London Hospital.

# the Griff Inn

BAR & KITCHEN



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## CATERING MENU

### SANDWICH LUNCHES

#### CLASSIC LUNCH £5.25 (PER PERSON)

A selection of sandwiches (Four pieces per person), with an assortment of vegetarian fish and meat fillings. Served with fresh coffee, tea, juice and iced water.

#### PREMIUM LUNCH £ 6.95 (PER PERSON)

A selection of sandwiches, subs and wraps with an assortment of premium vegetarian, fish and meat filling. (Six pieces per person)

### FINGER BUFFET

#### CHOOSE ANY OF THE 5 BELOW: £7.00 (PER PERSON)

\*Both our Buffets come with peanuts & crisps selection.

#### VEGETARIAN

Dim sum selection  
Mini vegetable spring rolls  
Vegetable & spinach pakora  
Mini quiches  
Vegetarian sandwich selection  
Filled potato skins  
Marinated olives

#### MEAT

Duck spring rolls  
Chicken skewers  
Tiger vegetable samosa  
Cheeseburger crostini  
Sausage, mash canapés  
Pizza bite selection  
Mini yorkshire puddings

#### SEAFOOD

Thai fishcake  
Alaskan salmon bites  
Lemon & pepper goujons  
Salt & pepper squid  
Sesame prawn toast

#### DESSERTS

Mini pie selection  
Mini black forest cakes  
Mini victoria sponge cakes  
Strawberry and cream scones  
Assorted baby cupcakes  
Fruit skewers

\*Please note all prices are exclusive of VAT. If you would like something more bespoke for your meeting, event or budget please get in contact. We can also cater for any specific dietary requirements.



# VENUE BOOKING ENQUIRY FORM

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## YOUR DETAILS

Name of organiser: .....

Name of company: .....

Address: .....

.....

Email Address: .....

Mobile Number: .....

## DETAILS OF MEETING, EVENT OR OTHER ACTIVITY

Date of Booking: ..... Start and Finish times: .....

Proposed venue: Drapers Lounge (250 capacity)  Drapers Bar & Kitchen (550 capacity)

Griff Inn Bar & Kitchen (300 capacity)

Title of Event: .....

Type of Event .....

## PLEASE CHOOSE CATERING OPTION:

Classic Lunch  Premium Lunch  Finger Buffet (5)  Finger Buffet (8)

Please State Finger Buffet Options:

.....

Please state any dietary requirements or additional information:

.....

## AV REQUIREMENTS:

Fixed Sound System  Pioneer CDJ's  Ipod Connection Cables

Fixed Lighting System  Microphones  Projector

DJ Mixer  Microphone stand  Projector screen

Please provide any additional information about your event if applicable:

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## CONDITIONS OF USE

In signing this booking form, any organiser confirms he/she is duly authorised to sign and submit this application on behalf of the company requesting the booking.

Signed by the person requesting the booking or on their behalf by the organiser

Signature: ..... Print name: .....

Date: ..... Position/Title: .....

# VENUE BOOKING ENQUIRY FORM (CONTINUED)

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## DO NOT FILL IN THIS SECTION : FOR VENUES & EVENTS DEPT USE ONLY

Payment:

Min Spend: ..... Flat Fee: .....

Payment Due By: .....

Deposit Paid: .....

Additional Booking Information: .....

Date, time, ref no and signature: .....

## HIRE FEE OPTIONS

We currently offer two venue hire options:

### Minimum Spend Option

We offer free venue hire with this option, however we set a minimum spend which includes money you spend on catering as well what is spent on drinks at the bar.

When a minimum spend is reached there are no costs for venue hire. Minimum spend packages include security, and staff for your event. DJ's and entertainment are additional but can be requested to be included in minimum spend..

### Flat Fee Option

You pay a set amount to the venue for your event. This covers the cost of venue hire and staffing. Security, DJ's and other entertainment may come at an additional cost.

## TERMS & CONDITIONS

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- 1 Security maybe booked for your event dependant on event type and timings. Security reserve the right to refuse admission and undertake searches.
- 2 Hirers are reminded that all our venues are in residential areas and residents must be shown courtesy at all times.
- 3 A deposit of between £500 – £1000 will be taken for your booking to be confirmed, this will be refunded when a minimum spend is obtained or used towards a flat hire fee.
- 4 Flat hire fees must be paid a minimum of 21 days before the event date.
- 5 Hirers to confirm final attendance 14days prior to the event.
- 6 Any outside caterers used for your event, must be fully insured and have all relevant food hygiene certificates.
- 7 Should you provide your own entertainment/DJ's, them and you will be expected to sign a disclaimer against loss or damages.
- 8 Bookings must be used for the purpose stated when booked, which is noted above, If the wrong purpose is stated or mislead we reserve the right to cancel the booking on the day.
- 9 Bar staff may ask for IF for those guests wishing to purchase and alcoholic drink who appear to be under the age of 18.
- 10 Any valuables/possessions left at the venue will be at the owners risk.
- 11 Completion of a 696 may be required
- 12 The use of ScanNet ID system may be required to be used on certain events.
- 13 The management reserves the right to refuse any person admission to the venue or to remove persons whos behaviour is deemed inappropriate

