

## **The Brewhouse Conference and Room Hire**

### **Facilities**

The Brewhouse is a theatre and arts centre situated in the heart of Somerset's County town of Taunton. We deliver an innovative and exciting programme of performance, visual and participatory arts which attract a diverse range of audiences. Alongside our seasonal programmes, we offer four spaces which can be hired for meetings, events and conferences.

When booking your room, you have the option to book refreshments and lunch from our conference menu. This will be delivered at a time specified by yourselves and served within the room you have hired.

Our Café Bar serves tasty food and beverages and offers free WiFi.

### **To make a room booking**

Tel: 01823 274608

Fax: 01823 323116

Email: [susan.green@thebrewhouse.net](mailto:susan.green@thebrewhouse.net)

The Brewhouse Theatre & Arts Centre

Coal Orchard

Taunton

TA1 1JL

[www.thebrewhouse.net](http://www.thebrewhouse.net)

## Room Hire Price List

All spaces are available for weekend and evening hire (subject to availability). Please contact the administration office to discuss further

### **Studio:** Half Day £105, Full Day £210

This is the largest of our conference rooms and can hold up to 80 people theatre style and 30 boardroom style. The room has technical facilities, a large screen for projection, air conditioning and is set back from the main part of the building. This room was purpose built for performances, so there is no natural light.

### **Green Room:** Half Day £90, Full Day £180

This is our most formal space with lots of natural light. It can hold up to 34 theatre style and 12 boardroom style. The room has a screen for projection. In the lighter months it is not possible to black out the room completely. There may be weak areas of WiFi in this room.

### **Cultivate Hub:** Half Day £60, Full Day £120

This is the least formal space we have to offer, perfect for informal meetings, workshops and arts and crafts. This room has natural light and air conditioning; there is also wall space for projection. In the lighter months it is not possible to black out the room completely.

### **Main House:** Half Day £650, Full Day £1,300

The main house is a 352 fixed seating auditorium. It can be hired for larger conferences. Please contact the administration office for availability and to discuss further. (If you wish to book a show into the auditorium, please email [info@thebrewhouse.net](mailto:info@thebrewhouse.net) as this is separate to conference hire).

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## **Additional Charges and Equipment**

The Brewhouse is a public building and opens Tuesday – Saturday from 9am until 11pm (on a show night) or 9am to 6pm (on a non-show night). If you require access to the building before 9am, a charge of £10 plus vat will be made for each additional hour prior to 9am.

We have the following additional equipment for hire:

<b>Data Projector</b>	£50 plus vat
<b>Flipcharts</b>	£10 plus vat each
<b>DVD</b>	£50 plus vat
<b>Display Boards x 2</b>	Free
<b>Technical Support:</b>	If you require technical support at any point during your event, it must be booked and confirmed in advance.

The flipcharts come with paper and pens.

A screen is already available in each room for projection.

If you require any other equipment, which is not listed, then please contact the administration office to discuss further.

Tea and Coffee will be provided when pre-booked. If you order extra tea and coffee the cost will be added to your invoice.

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## Conference Menu

### Refreshments

Our tea & coffee is served in thermos flasks which provide 10 servings each.

Tea/coffee	£1.90 per person
Tea/coffee/biscuits	£2.25 per person
Tea/coffee/Danish pastries	£2.95 per person
Tea/coffee/cakes	£3.95 per person
Cream tea	£3.95 per person
Still/sparkling water bottled	£1.90 per person
Orange juice	£1.90 per person
Apple juice	£1.90 per person
Crisps	£1 per person
Fresh fruit	£1 per person

### Hospitality packages

#### Hospitality package 1 £11.50 per person

Tea/coffee on arrival  
Tea/coffee/biscuits mid morning  
Lunch: orange juice and mineral water  
Tea/coffee/biscuits mid afternoon

#### Hospitality package 2 £13.95 per person

Tea/coffee on arrival  
Tea/coffee/biscuits mid morning  
Lunch: Sandwich platter, vegetarian sandwich platter, quiche (v), orange juice and mineral water  
Tea/coffee/cake mid afternoon

#### Sandwich platters £4.95 per person

All our sandwich platters consist of 2 rounds (8 quarters) of sandwiches per guest. Served on a mixture of wholemeal, granary and white breads.

#### Sandwich platter

Mature cheddar and pickle (v)  
Bacon, free range egg, lettuce and tomato  
Roast ham and English mustard  
Grilled chicken, mayonnaise and salad  
Tuna sun-blush tomatoes, spring onion, mayonnaise  
Grilled chicken, crispy bacon and avocado

## **Vegetarian sandwich platter**

Feta cheese, olives and mixed leaves (v)  
Houmous and roasted peppers (v)  
Vintage Cheddar, tomato and chutney (v)  
Mozzarella, sun-blush tomatoes and basil pesto (v)  
Free-range egg mayonnaise and watercress (v)

## **Ploughman's lunch £8.95 per person**

Local ham with wholegrain mustard and green leaves  
Local cheeses, salad, spring onion, chutney and pickles (v)  
Fruit and nut coleslaw (v)  
Freshly baked bread and butter  
Fresh fruit  
Cakes  
Orange juice  
Mineral water

## **Finger Buffet £9.50 per person**

Sandwich platter  
Vegetarian sandwich platter  
Quiche (v)  
Mini Cumberland sausages with honey and mustard  
Spicy potato wedges with sour cream and sweet chilli sauce (v)  
Cakes  
Orange juice  
Mineral water

## **Fork buffet £14.50 per person**

Caesar salad, chicken, bacon, romaine lettuce with caesar dressing, parmesan and croutons  
Pesto chicken with Mediterranean vegetables  
Salmon with lemon and olive oil dressing  
Fefafel with salad and mint yogurt (v)  
Mozzarella, sunblush tomatoes, fresh spinach with basil pesto dressing and olive oil (v)  
Tomato salad with red onions, fresh coriander and olive oil dressing (v)  
Freshly baked bread and butter  
Orange juice  
Mineral water  
Cakes

Our products may contain nuts or nut traces.

If you wish to discuss dietary requirements or bespoke menus please contact the administration office on 01823 274608.

## Layouts

**Theatre Style** – Seats in rows with an aisle up the centre

Studio	80
Green Room	35
Cultivate Hub	25

**Boardroom Style** – Seats around a block of tables. Everyone facing inwards

Studio	30
Green Room	12
Cultivate Hub	16

**Cabaret Style** – Approx 4 seats around each table

Studio	40
Green Room	34
Cultivate Hub	16

**Reception** – Standing with chairs around the edge of the room

Studio	80
Green Room	50
Cultivate Hub	40

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# the brewhouse

theatre & arts centre

## How to find us

**By car:** 3 miles from M5, Jct 25. Follow signs for Theatre and Cricket Club.

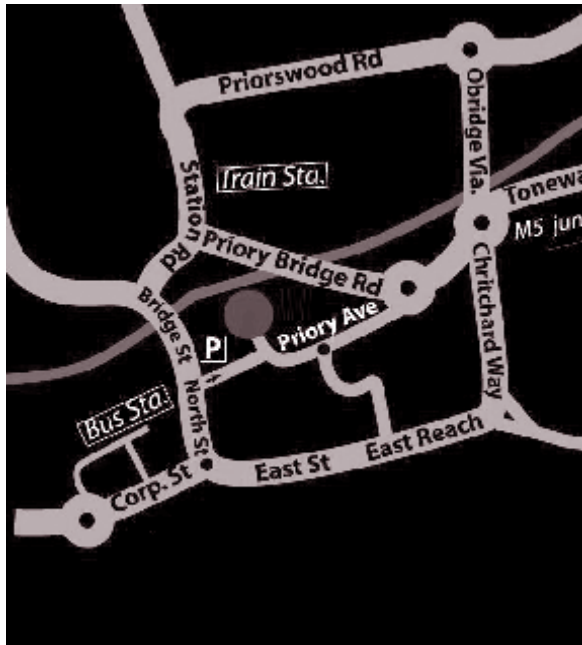
**Parking:** The Brewhouse is situated next to Coal Orchard car park, Priory Bridge car park is a 5 minute walk along the riverside path, Canon Street, Wood Street and Greenbrook Terrace car parks are a short walk away.

All car parks are free after 6pm.

**By train:** Ten minutes walk from Taunton Station.

**By bus:** A number of services run close to the theatre. For details of services call First Buses on 01823 272033 or Traveline on 0871 200 2233.

**Coaches:** Coaches are advised to use the bus stop at St. James Swimming Pool as a drop off and pick up point.



## Room Bookings

Tel: 01823 274608

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Box Office: 01823 283244

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## Room Bookings Terms & Conditions

- 1) All Prices exclude VAT unless where stated.
- 2) Payment must be received within 7 days of the event.
- 3) All details of numbers, catering requirements etc. must be confirmed no later than 12pm on the Thursday of the week proceeding the week in which the booking takes place. If no confirmation is received within one week of the booking being made, then The Brewhouse reserves the right to assume that the event has been cancelled.
- 4) Where a deposit has been taken, deposits are not returnable in the event of cancellation. All auditorium bookings must be confirmed with a 25% deposit.
- 5) Notification of cancellation must be received in writing from the person who initiated the booking (or someone acting on their behalf). Cancellation charges for the Studio, Green Room, Gallery and Cultivate Hub will be applicable, as set out below.
  - i) More than three weeks prior to the event, no charge will be made.
  - ii) Less than three weeks, 50% of the charge will be made.
  - iii) One week, or less and the full charge will be applicable
- 6) Cancellation fees for the Auditorium bookings will be applicable as follows
  - i) Between one and three months notice 75% of the total charge will be made.
  - ii) Notice of one month or less and the total charge will be made.
- 7) For Catering needs, please contact [operations@thebrewhouse.net](mailto:operations@thebrewhouse.net)
- 8) No publicity material, equipment or displays may be brought in without prior permission.
- 9) All equipment and a technician if needed must be booked in advance to guarantee their availability.
- 10) The Brewhouse will not be liable for any loss or damage to hirers' property, howsoever caused. The hirer shall be liable for, and indemnify The Brewhouse against, any loss or damage caused to the premises, furniture, fixtures or equipment as a result of the event or from items being brought into the premises by the hirer, their staff, guests or agents.
- 11) The Brewhouse allows the hirer to use the facilities solely for the purpose of the function. The hirer must comply with our Health & Safety regulations, the laws relating to the consumption of liquor and the provision of entertainment.

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