

SPOKEN VIP
VENUE HIRE

Your Own Private Space

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WELCOME TO YOUR FUNCTION

PERSONAL SERVICE GUARANTEED

At Spoken, your function is as important to us as it is to you.

This document is here to answer some of the more frequently asked questions and to provide a guide of the offering here.

Everything we do here is bespoke! There are no packages, no set menus that we churn out, we want to hear all about your plans and what you want, when you want, and how you want it - whilst there are some sample menus here, they are by no means all that we can offer.

WHAT WE NEED FROM YOU . . .

Let us know what you have in your mind about what a perfect function looks like. Very often people ask for "a price for food" - is this fish fingers or lobster? The possibilities are endless!

Here is a guide of questions to ask yourself which will help us be able to provide you a more bespoke quote and offering to make your day truly unique:

- Do I want a formal function or more informal?
- Do I know exactly what food I would like served? Is there a special theme I'm looking for?
- How many people are we looking to cater for?
- Am I looking to serve a full meal or something light?
- Am I looking to provide any drinks? Welcome drink, toast drink? Both?
- How many children are we catering for?
- Are there any accessibility issues?
- What entertainment am I looking for?
- What is my start time and do I need to setup early?

SUMMARY OF EVENT TIMINGS

Hire is generally split into two sessions, however if you're looking for bespoke timings such as breakfasts then this is can be arranged.

DAYTIME

Available from 8am until 5pm, our daytime functions are perfect for corporate hire and are available from £300 for space-only.

EVENING

Available from 5pm, our evening functions are perfect for celebrations and are available from £350 for exclusive use.

Functions will unfortunately not be taken where there is an anticipated revenue less than what would be reasonable for the business to achieve. The room hire charge may well be waived when pre-spend from food and drinks is applied.

SPOKEN VIP

YOUR FUNCTION



ORDER OF PLANNING

1. DATE RESERVATION

The most important thing to do for any function is to reserve the date first! It is incredible how many people are after a particular date and leave it a day or two too long and miss out.

To do this, we require the full private hire charge up front as a deposit. This is refundable within the first month of booking or nine months prior to the date of function - whichever is earliest.

2. FUNCTION DETAILS

After reserving the date, we are then on hand to run through your function as often as you require. You will have a multitude of questions, so simply fire them across to: info@spokenexmouth.com at anytime and we will get back to you with an answer.

We ask that all details are confirmed two weeks prior to the function so that we are able to arrange the team and any catering options.

3. PAYMENT

Once you confirm the details of your function, we will then raise a proforma invoice that we ask is settled by return.

It is important to note that when you confirm numbers, then that is the number that will be catered for. If you book for 60 and 80 turn up, there will only be enough for 60, and 60 plates put out.

4. PRE-EVENT PLANNING

We are a helpful bunch and will do everything that we can to assist the planning on the day. If you're looking to drop things off beforehand then we will do our very best to cater for this and assist where possible - but note that this is by arrangement.

We are not able to decorate the premises for you so please liaise with a professional decorations provider or your friends, family and colleagues to get this planned.

ORDER OF PLANNING

5. THE EVENT ITSELF

Relax and let us do the rest!

Your private hire includes all the staff you need. If things go wrong we will adjust the day to make it seamless and ensure you and your guests are well looked after.

6. POST-EVENT

You don't have to clean up a thing, walk out the door happy that you've planned an awesome event!

We are happy to hold gifts, decorations and other props for you, however we are not necessarily going to be there the following morning to collect. Therefore we ask that you take what you want on the evening or arrange with us a suitable time and day for collection.

You're able to run an account for sundries which we ask to be settled on the evening.



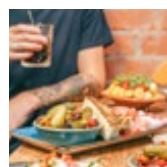
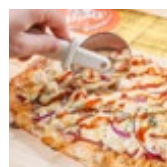
WHAT WE OFFER

1. THE EVENT SPACE

Included in the hire the venue is the following.

Some may be obvious - but not all venues do provide!

- **Private use of the space to decorate and use as you wish**
- **Staff**
- **Full bar**
- **PA system** for incidental background music or louder party vibes!
- **Microphones**
- **Projector and electronic drop-down screen**
- **Disco lighting**
- **Tables, crockery, glasses, napkins**
- **Candles for evening functions**
- **Easel**
- **Cake knife**
- **Tables and various comfortable seating**
- **Dedicated event organiser**
- **Cleaning service - just walk out and don't think of a thing!**



WHAT WE OFFER

DRINK

Our bar offers everything you would need for the majority of functions; draught beers, cider, wines, cocktails and more - event tea and coffee for corporate functions.

BESPOKE DRINKS

Perhaps you would like a bespoke menu? Rename some classics to put an extra twist on your event! Likewise, you may have a hankering for something special which we are happy to source for you.

PRE-ARRANGED DRINKS

You may wish to provide your guests a welcome drink or toast drink, or even run a tab throughout.

General welcome drinks include Prosecco which can be served from the front door on arrival, however, we also run a token system for a set price which includes Prosecco, a single spirit & mixer, bottle of beer or soft drink which guests can then claim from the bar.

Why not make your own gin to serve your guests? Talk to us about developing your own spirit to serve on the day!

FOOD

Food is always 'the problem' when it comes to events for us as we get asked to 'send menus'. But you may not like what we send - ultimately the choice is yours, however, think about the type of function you're looking for and then we are able to cater for that. We suggest that you go for a served buffet-style offering. It caters for most people and makes organisation much easier for you.

Are we talking about a sit down formal 3 course dinner? Are we looking for a buffet? Canapés? A hog roast?

A general overview of what we suggest is the following:

UNLIMITED FRESHLY MADE PIZZAS

Simple but effective - we keep them coming and then easily adjust for dietary requirements when made known to us.

**MEAT AND CHEESE PLATTER
'GRAZING BOARD'**

A selection of mezze items that are perfect for 'mingling' functions. Not meant to be a full meal, but this is a substantial board of meats, cheeses and many other lovely treats.

HOT-SERVED BUFFET

A one-pot full meal with all the accompaniments you would expect with that dish.

FOOD OPTIONS & MENUS

Whether a lunch, dinner or afternoon meal, the following provides a great guide of what we can do to make your planning as easy as possible.

Simply choose a hot meal and ask your guests about allergies and we simply provide this dish, the sides and cater for the allergies.

Simple, one stop food provision! See examples below, one to be selected.

HOT-SERVED BUFFET

- Slow cooked beef lasagne with garlic bread and salad
- British Beef chilli, perfectly spiced with rice, nachos, jalapeños & soured cream
- Low and slow Caribbean goat curry with rice
- Chicken balti madras with rice, chutneys
- Pulled beef and mushroom stew
- Smoked chicken chasseur with rice
- Slow roast harissa lamb with pomegranate cous cous
- Thai chicken curry
- Exmouth shellfish pie
- BBQ Mediterranean vegetable lasagne

'GRAZING BOARD'

- Selection of meats (x3)
- Selection of cheeses (x3)
- Freshly baked bread
- Cheese biscuits
- Pate
- Vine-on cherry tomatoes
- Vegetable samosas
- Grapes
- Stuffed red peppers
- Olives
- Selection of chutneys
- Canapés selections.

CANAPÉ OPTION 1

- Mandarin & prune with smoked duck
- Artichoke and tomato on white bread
- Prawn, basil cheese, tomato on mini brioche
- Blue cheese, pear and fig on wholegrain bread
- Trout roe, smoked trout & cucumber on black bread
- Vegetables on Nordic bread
- Ham, fig butter on olive bread
- Smoked salmon, lemon cheese & cucumber mini-brioche

CANAPÉ OPTION 2

- Cumin cake, carrot cream, goat cheese & five berry pepper
- Sesame & poppy seed shortbread, citrus cream, smoke salmon & cornflower
- Pepper & olive oil cake, tomato & balsamic jelly, aubergine caviar, mozzarella
- Rosemary cake - chicken rillette with Parmesan, Batavia cream
- Hazelnut cakes, thyme-lemon cream, bresola
- Spinach & mint cake, pea hummus, pumpkin seeds



FAQ'S

Here are some of the most frequently asked questions regarding events which we hope will help!

CAN I BRING MY OWN CAKE?

Absolutely! Cake is not what we do so please bring it in.

CAN I BRING MY OWN FOOD AND DRINK?

Afraid not. We must provide all other food and drink on the premises for both insurance and business purposes.

WHAT TIME CAN I SETUP?

There is a chance to setup early providing that it does not clash with other events or business operations. Please let us know what you're looking for and we will be as accommodating as possible.

HOW DO I USE YOUR SOUND AND VIDEO SYSTEMS?

We have a great system that can provide incidental music or bring on the party. It takes a 3.5mm audio jack. We have adapters for USB-C and also lightning connections. We have Spotify too so you can share your playlist with us, or provide a computer.

The projector uses an HDMI cable. We have an adapter for USB-C but always recommend you test before the event or have the file ready to share with us as we can play from our own proven devices.

WHAT TIME DO I HAVE TO FINISH?

Being in a neighbourhood area we ask that music winds down from 23:30 and that guests depart from 00:00

CAN I HAVE A BAND?

Afraid not - there are bands and there are bands. we have a compact venue and previously have had bands turn up to play to Wembley! Smaller acts are welcome but we insist that they go through our sound system for control. This is for the benefit of your guests and our neighbours.

WHAT ARE THE SEATING ARRANGEMENTS?

We have a mixture of square tables and rectangular that can be made into any combination required. When the event moves into dancing, the team whips into action and moves those closest to the dancefloor to make space.

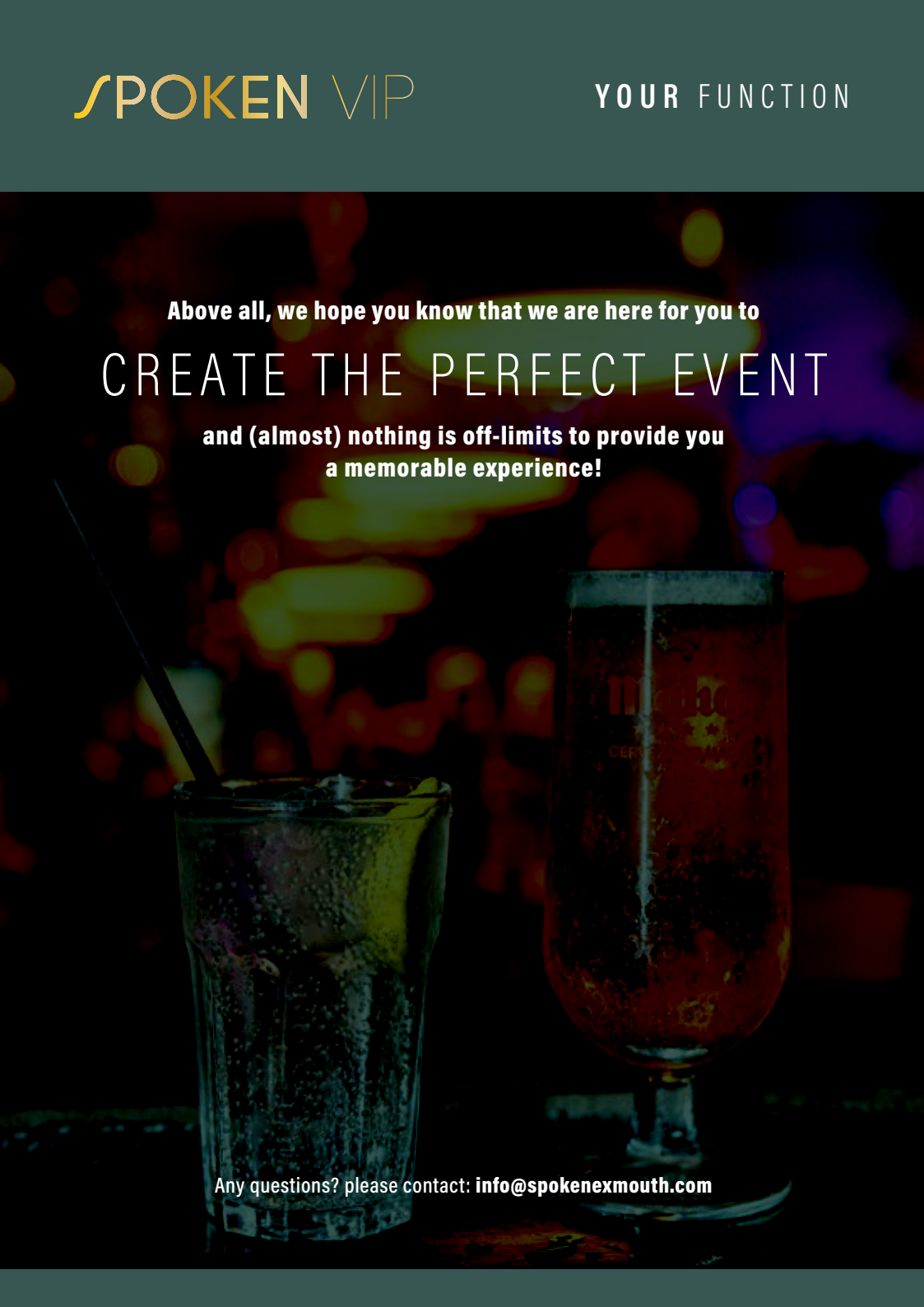
SPOKEN VIP

YOUR FUNCTION

Above all, we hope you know that we are here for you to

CREATE THE PERFECT EVENT

and (almost) nothing is off-limits to provide you
a memorable experience!

A photograph of two glasses on a dark surface. On the left is a tall, clear glass filled with a dark liquid, ice cubes, and a black straw. On the right is a tall, slender glass filled with a golden beer topped with a thick head of foam. The background is dark with out-of-focus bokeh lights in shades of yellow, orange, and purple. The entire image has a dark teal overlay.

Any questions? please contact: info@spokenexmouth.com