

**THE
DROP
OFF**

PRIVATE HIRE CHARGES



The Grand Hall

Capacity: 120

Hire includes staff, use of bluetooth surround sound, chairs/tables & 1hr prior your event for setting up.

2025

Monday-Thursday

£98/hour

Friday-Sunday

£105/hour

2026

Monday-Thursday

£105/hour

Friday-Sunday

£112/hour

The Studio

Capacity: 40

Hire includes use of TV for music, chairs/sofas & tables, self service tea station & 1hr prior your event for setting up.

Please note this is a more relaxed event space which is more suitable for workshops or private meetings. A pop up bar is available.

2025

Monday-Thursday

£55/hour

Friday-Sunday

£65/hour

2026

Monday-Thursday

£65/hour

Friday-Sunday

£75/hour

Pop up bar: £20/hour

The Cafe

Capacity: 45

Hire includes staff, use of bluetooth sound system, chairs/sofas & tables & 1hr prior your event for setting up.

Minimum bar spend: £1200 (can be used for catering).

Minimum hire period: 3 hours

2025

Monday-Thursday

£68/hour

Friday-Sunday

£76/hour

2026

Monday-Thursday

£76/hour

Friday-Sunday

£84/hour

Packages

Our Bronze, Silver & Gold packages include the exclusive use of the events space for 5 hours with private bar until 11pm, 1 hour set up time, tables & chairs for you & your guests.

You are welcome to add to the packages or swap items but this may be subject to an additional charge.



Bronze

Caters for 50 guests.

- Pie & peas buffet.
- Use of in-house bluetooth sound system
- House Supervision

2025

Monday-Thursday

£990

Friday-Sunday

£1065

2026

Monday-Thursday

£1065

Friday-Sunday

£1135

Additional Guests: £10pp

Silver

Caters for 50 guests.

- Choice of 2 hot fork buffet options.
- Fresh Fruit & Cheese Platter
- Use of in-house bluetooth sound system
- House Supervision

2025

Monday-Thursday

£1240

Friday-Sunday

£1315

2026

Monday-Thursday

£1315

Friday-Sunday

£1390

Additional Guests: £10pp

Gold

Caters for 80 guests.

- Choice of 4 different finger buffet options or 2 hot fork buffet options.
- Fresh Fruit & Cheese Dessert Platter
- Self service alcoholic punch
- Use of in-house bluetooth sound system
- House Supervision

2025

Monday-Thursday

£2090

Friday-Sunday

£2165

2026

Monday-Thursday

£2165

Friday-Sunday

£2240

Private Workshop Hire

10-25 GUESTS. From £35pp

Perfect for a smaller get together.
Here's a few ideas as to what we can offer.

- Sip & Paint by Numbers
- Macramé & Margarita
- Cocktail Masterclass
- Sketching Workshop
- Handbuilding Clay Workshop
- Jewellery Making

Price includes exclusive use of space for 4 hours, self service tea station with biscuits.

(Minimum requirement of 15 for use of The Grand Hall)



Afternoon Tea Party

15-40 GUESTS. From £35pp

Perfect for a smaller get together.

Minimum requirement of 15 per booking.
Choice of bespoke cocktail/drinks available.

Food Choice example:

- Grazing Table with Fruit & Pastries
- Traditional English Afternoon Tea
- Cheese/Charcuterie Board

Exclusive use of space for 4 hours including
bar service throughout.

If you would like to add extra, this is subject
to an additional charge.



Baby Shower

Caters for 20 guests.

- Grazing Table (colour themed if you wish)
- Cakeage or 1 House Guinness Cake
- Use of in-house bluetooth speakers.
- 3 hours hire

If your event is taking place after 7pm there may be extra costs & house Supervision will be required.

Additional Hire: £85/hour

2025

Monday-Thursday

£550

Friday-Sunday

£600

2025

Monday-Thursday

£600

Friday-Sunday

£650

Additional Guests: £18pp

Kids Parties

Caters for 30 children

Option 1:

- 2 slices of pizza pp
- 1 Chip cone pp
- Popcorn or crisps
- Pic N Mix
- Cakeage

Option 2:

- 2 slices of pizza pp
- 1 Chip cone pp
- Popcorn or crisps
- Pic N Mix
- Cakeage
- Vegetable Crudites & Hummus

Both options include an Unlimited Cordial Station, 2 hours hire & 1 hour for setting up.

Additional hours: £85

Waste Disposal: £50

A cinema screening is optional however entertainment must be arranged for the event to go ahead.



Relaxed Wedding

Caters for 80 guests.

- Exclusive use of the Grand Hall for 6 hours with private bar until 11pm
- Pie & Peas Supper
- Rode Wireless Microphone for the speeches.
- Use of in-house bluetooth sound system
- FREE 2hr for set up the day of your event.
- House Supervision

2025

Monday-Thursday

£1510

Friday-Sunday

£1585

2026

Monday-Thursday

£1585

Friday-Sunday

£1660

Additional Guests: £12pp

Intimate Wedding

Caters for 50 guests.

- Exclusive use of the Grand Hall for 5 hours with private bar until 11pm
- Arrival Prosecco / bottled beer / soft drink
- Evening hot fork buffet.
- Rode Wireless Microphone for the speeches.
- Use of in-house bluetooth sound system
- FREE 2hr for set up the day of your event & 1hr for set down the morning after
- House Supervision

2025

Monday-Thursday

£2650

Friday-Sunday

£2700

2026

Monday-Thursday

£2700

Friday-Sunday

£2750

Additional Guests: £15pp

Ultimate Wedding

Caters for 100 guests.

- Exclusive use of the Grand Hall for 9hrs & private bar until 11pm
- Tables & chairs set out to suit your table plan.
- Drinks reception on arrival.
- A choice of 4 different finger buffet options for your wedding breakfast.
- Evening supper buffet (2 hot fork buffet selections)
- Bubbly for the toast & 1/2 a bottle of house wine pp.
- 'Cakeage' for 1 wedding cake
- Rode Wireless Microphone for the speeches.
- Use of in-house bluetooth sound system
- 3hrs for set up the day before your big day & 2hrs for set down the day after.
- House Supervision

2025

Monday-Thursday

£6180

Friday-Sunday

£6230

2026

Monday-Thursday

£6280

Friday-Sunday

£6330

Additional Guests: £20pp

Additional Costs

If there is anything else you wish to add to your party package, please let us know.

CAKEAGE

£1pp

WASTE DISPOSAL

From £50

OPEN BAR

Please enquire

DECORATIVE LANTERNS

£100

HOT DRINK STATION

£4pp

Includes tea, instant coffee & biscuits.

CORKAGE

£10p/bottle

PROJECTOR HIRE

£15/hire period

FAQS

Do you take a deposit?

Your stored card details will be used to cover any damages, excessive cleaning, or breaches of T&Cs. Any outstanding fines will be invoiced, and failure to pay within the deadline will result in an automatic charge to your card.

Can we bring our own alcohol?

We do not allow guests to bring their own alcohol. Unless corkage is organised.

Is there a chair lift?

Unfortunately, no.

Can you provide an easel?

Yes, we have an easel you can use.

What time is last orders?

10:50pm. Unless a late licence is applied for & accepted (+£60) where it is 11:50pm. Application of a 'late licence is subject to the managers discretion & does not guarantee acceptance.

What size are the tables?

Guest tables seat up to 8 guests. they are approx 1.8mx1m. We have 18 tables available.

What is your capacity?

120. We'd say a comfortable number of guests is 100 however.

Can we bring our own food?

You may cater for your event for no extra cost, however, all associated waste must be taken away with you.

Next Steps...

- Once you have selected your desired date, get in touch to confirm availability. Once you provide us with the relevant information we will issue you with an invoice. Full payment is required to secure your booking.
- Any additional details or requirements that were missed must be communicated to us immediately so we can adjust accordingly and settle any additional fees.
- We require that 100% of guests attending are catered for, including both the wedding breakfast and evening buffet (if applicable).
- All prices are correct at the time of booking. Events booked for a future calendar year may be subject to price adjustments.
- Your stored card details will be used to cover any damages, excessive cleaning, or breaches of T&Cs. Any outstanding fines will be invoiced, and failure to pay within the deadline will result in an automatic charge to your card.

Catering Options

We can't guarantee that our food does not contain traces of nuts, gluten & other allergens.

We are not a nut free venue.

Please inform us if you or any of your guests has a dietary concern.

Self Catering

You may cater for your event for no extra cost, however, **all associated waste must be taken away with you.**

You will also need to provide plates, cutlery, napkins ect.

Self Catering Package

This includes service table, serving staff if needed, napkins, plates, cutlery, cleaning & waste disposal.

£3pp

Minimum requirement: 20

FINGER BUFFET

£12pp/3 or £18pp/5 options

- BBQ Chicken Wings (gf)
- Prawn, avocado & cucumber bites (gf)
- Chickpea falafel with minted raitha dip (gf/vga+£1pp)
- Potato bites loaded with soured cream & chives (gf,vga)
- Vegetable Crudit  Platter (gf/vga)
- Cocktail pork sausages with caramelised red onion relish
- Vegetable (vg) or Lamb Samosa with mango chutney
- Cucumber, cream cheese & smoked salmon appetisers
- Mixed nuts, olives & crisps.
- Olives, hummus & breadsticks.
- Breaded Ham, Parmesan & Pear open sandwiches
- Eggplant, hummus wraps with tomato relish (vg,gf)
- Baked Figs with Goats Cheese (gf,v)

HOT FORK BUFFET

£12pp

- Steak & potato hash (gf)
- Beef chilli / Lentil Chilli (gf/vga)
- Moroccan Tagine, Chicken/Veg (gf/vga)
- BBQ pulled pork on brioche buns
- Hot Dogs with caramelised onions
- Cheese & onion pie (v)
- Steak & Ale Pie
- Chicken & Mushroom Pie
- Thai green curry (gf/vg)
- Spicy Mexican bean soup (gf/vg)
- Tikka Masala, Chicken or Tofu (gf/vga)
- Aubergine & Tahini Curry (gf/vg)

Choose one accompaniment:

- Crusty garlic bread with Italian herbs
- Dinner rolls
- Mushy peas (gf/vga)
- Crispy mixed leaf & veg salad (gf/vg)
- White/Black/Brown Rice (gf/vg)
- Pickled Red Cabbage & Beetroot (gf/vg)
- Minty Buttered New Potatoes (warm) (gf/vga)
- Crunchy coleslaw (gf)
- Spicy rustic potato wedges (gf/vga)

Extra accompaniment +£3pp

OTHER FOOD OPTIONS

12inch pizzas from £10/pizza

(Margarita (v), Hawaiian, Pepperoni, Greek (v), Verde (vg))

Each pizza takes around 6 minutes to cook. Maximum order 20.

Homemade Soup & dinner roll - £6pp

Grazing Tables - from £17.50pp

Afternoon Tea - from £30pp

DESSERTS

Cheeses (3) crackers & fresh fruit - £8pp

Chocolate Guinness Cake - £65/12-24 slices

Lemon Drizzle Loaf (gf) - £40/8-16 slices

Cherry Bakewell - £28/12-24 pieces

Lotus Biscoff Loaf (vg) - £45/8-16 slices

Chocolate Orange Loaf - £45/ 8-16 slices

Ginger Loaf - £35/ 8-16 slices

T&C's

Please read carefully.
Once a deposit is made, this acts as an electronic signature confirming you accept & agree with our Terms & Conditions.

Definitions

“The Hirer” means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

“The Premises” means the building or part of the building booked and referred to in the contract including Elizabeth Street, the cobbled area directly outside.

“The period of hire” means the date(s) and time(s) for hire referred to in the booking form and other correspondence.

“The Manager” means The Drop Off Manager or any person or persons nominated. The Drop Off is the trading name for The Provident Club Ltd.

1. Hire Charges & Payment: Rates are reviewed quarterly and may change unless full payment is made. Full payment is required to secure the booking.
2. Hire Period: Setup and cleanup must be included in the hire time. Overtime incurs additional charges.
3. Licensing & Entertainment: Public entertainment and bar hours comply with licensing laws. Extensions will be charged. Music must cease by 11 PM unless a license extension is approved. PRS charges apply to ticketed music events.
4. Catering & Decorations: Outside catering is prohibited unless pre-approved. No sweets, snacks, confetti, glitter, or microplastics are to be used without prior agreement, including those within decorations. Nails, adhesives, or fixtures cannot be used. The hirer must clear table decorations and event waste, or a fine will be charged to the stored card.
5. Supervision & Conduct: Events after 7 PM require Front of House supervision (charged at the current rate). The hirer must be present throughout and is responsible for guest conduct. Any damages will result in a fine, chargeable to the stored card.

6. **Safety & Restrictions:** No weapons, explosives, fireworks, pyrotechnics, open flames, or unauthorized lighting. Smoking and vaping are prohibited inside and directly outside. Alcohol and food not provided by The Drop Off are strictly prohibited unless agreed otherwise.
7. **Noise & Neighbours:** The venue is in a noise-sensitive area—rowdiness or neighbour complaints may result in a fine, chargeable to the stored card.
8. **Equipment & Facilities:** Extra charges may apply for PA system use, props, additional tables/chairs, and staff overtime. Furniture cannot be moved without prior authorization.
9. **Liability:** The Drop Off is not responsible for lost, stolen, or damaged property. The hirer is liable for any loss, damage, or injury during the event, except in cases of negligence by The Drop Off.
10. **Cleaning & Damage:** Additional cleaning charges apply, including for bodily fluids. Any damage must be reported immediately and confirmed in writing within 24 hours. Fines for damage, excessive cleaning, or failure to report issues will be chargeable to the stored card.

11. Cancellations:

6-12 weeks prior: 25% of booking value

4-6 weeks prior: 50% of booking value

2-4 weeks prior: 75% of booking value

Less than 2 weeks prior: 100% of booking value

12. Payment Policy: Full payment secures the booking. Once paid, card details are securely stored. Any T&C breaches will result in fines invoiced, with automatic charges if unpaid. The Drop Off reserves the right to cancel any booking without liability, refunding only payments made unless the cancellation is due to the hirer's fault.

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