

WELCOME



The Maltings, alongside the Cathedral, is arguably one of the City's distinguishing landmarks, set in the beautiful surroundings of Ely riverside, with stunning views over the river Ouse and Marina, and is the perfect wedding venue.

We pride ourselves on our friendly and high quality service, and are a fully licensed venue, able to provide a staffed licensed bar until late.

We are also licensed for wedding ceremonies. The Maltings includes four main areas available for hire, from the beautiful Kempen room which overlooks the marina, perfect for smaller wedding ceremonies, to the atmospheric Elysian Hall which can accommodate up to 300 guests and includes a full stage, green room and changing rooms.

Located a short distance from the centre of Ely, with excellent road links to the A14, A1 and M11. Ely's rail station is just a 5 minute walk away, with quick links to Cambridge and the surrounding areas.

We are able to offer a small number of free parking spaces for event organisers on site, and free parking is available via a 2 minute walk from The Maltings.

We look forward to welcoming you to our beautiful venue!

OUR ROOMS

We are able to offer four separate areas within The Maltings, and aim to meet your full requirements. For larger scale weddings we are able to offer whole or part venue hire options ask us about prices.



THE ELYSIAN HALL

The atmospheric main hall, with high vaulted ceilings and original wooden beams, situated on the ground floor, is ideal for large wedding ceremonies, traditional wedding breakfasts and receptions. The Elysian Hall is a highly versatile space; the exposed original brickwork provides neutral tones to allow you to introduce any colour scheme and style. The main stage in the hall acts as a great focal point for any band or entertainment, and includes a green room and upstairs changing area for artists and performers. We are happy to accommodate your preferred layout and can allow room for a good size dance floor.



THE KEMPEN ROOM

The beautifully light and bright Kempen Room is located on the first floor and overlooks the stunning riverside marina. The Kempen Room is the perfect space for wedding ceremonies, with a maximum capacity of 70 people. There is a wheelchair lift to make the room accessible for all of your guests.



THE ORSAY BAR LOUNGE

Our fully licensed bar is situated next to the main hall, with easy access to toilet facilities and the entrance foyer. Situated to the side of our main stage on the ground floor, the Orsay Bar Lounge offers the perfect space for budget style catering. The area can also be used for additional seating for your guests to relax and socialise with drinks. The lounge can also be partitioned off to create two separate smaller areas.



GROUND FLOOR FOYER

Through the main entrance to the venue, the spacious ground floor foyer has lovely views of the marina and river. This space makes an ideal welcome area for canapés and arrival drinks. The entrance foyer has access to our beautiful garden seating area, which is licensed for outdoor use until 11.00pm.

OUR PACKAGES

We endeavour to create bespoke packages to suit your individual requirements and budget; whether you would prefer an intimate gathering, an informal party or a traditional wedding breakfast we are happy to assist you throughout the whole experience to ensure your special day is memorable and stressfree!

THE MALTINGS HIRE PACKAGE £2,320

- The beautiful Kempen Room or Elysian Hall for your wedding ceremony
- Exclusive hire of the whole venue for the entire day, 9.00am-1.00am, to include the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar until midnight
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes
- Mirrored centrepieces with LED candles
- Wedding cake stand and knife
- The Maltings resident DJ, who is happy to create a bespoke playlist and colour coordinated lighting to suit your theme
- Door security
- Four onsite parking permits

THE MALTINGS FULL PACKAGE £75.00pp (MIN 50 PEOPLE)

- The beautiful Kempen Room or Elysian Hall for your wedding ceremony
- Exclusive hire of the whole venue for the entire day, 9.00am-1.00am, to include the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar until midnight
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes
- Mirrored centrepieces with LED candles
- Wedding cake stand and knife
- The Maltings resident DJ who is happy to create a bespoke playlist and colour coordinated lighting to suit your theme
- Door security
- Four onsite parking permits
- Arrival glass of Pimms No.1 and lemonade for each guest
- The Maltings canapé selection*
- Glass of prosecco to toast for each guest
- Half bottle of house wine per guest
- Bespoke catering*
- Tea, coffee and Ely Fudge petit fours



DRINK PACKAGES

BRONZE PACKAGE £6.00pp

- One glass of Pimms No.1 and lemonade on arrival for each guest
- One glass of Prosecco to toast for each guest

SILVER PACKAGE £14.00pp

- One glass of Pimms No.1 and lemonade on arrival for each guest
- One glass of Prosecco to toast for each guest
- Half bottle of house wine per guest

GOLD PACKAGE £25.00pp

- One glass of Pimms No.1 and lemonade on arrival for each guest
- Upgrade from one glass of Prosecco to one glass of Champagne to toast for each guest
- Bottled still and sparkling water for each table
- After dinner tea or coffee with hand crafted Ely Fudge petit fours for each guest

ASK ABOUT;

- Our wine list
- Bespoke drinks package

CANAPÉS

*THE MALTINGS CANAPÉ SELECTION £7.50pp

- Mini beef Yorkshire puddings with rocket and horseradish
- Homemade cheese scones with smoked salmon and cream cheese
- Melon and parma ham skewers
- Yarg and Bloody Mary spoons
- Edis pork pie

CHOOSE ADDITIONAL CANAPÉS FOR £1.50pp

Meat and Poultry Canapés

- Mini Sausage rolls garnished with wholegrain mustard and parsley*
- Piri Piri Chicken Samosa with a Mango Relish*
- Pulled Pork and Slaw Bruschetta
- Chicken Liver Ciabatta Squares with Onion Marmalade Garnish
- Duck Pancake Rolls with Cucumber and Plum Sauce
- Chorizo, Chicken and Pepper Mini Kebabs*
- Mini Chicken Fajitas with Guacamole and Salsa*
- Mini Lamb Koftas with Mint Dip*
- Mini Beef and Horseradish Yorkshires with Rocket Garnish *
- Mini Newmarket Sausage Yorkshires with Wholegrain Mustard Garnish*
- Sticky Chicken and Sesame Skewers*
- Cheese Burger and Gherkin Sliders*
- Gem Boats with Creamy Chicken and Bacon
- Melon and Parma Ham Skewers
- Asparagus and Parma Ham Wraps
- Newmarket Sausages and Mustard Dip*
- Ham and Cheese Mini Toasties*
- Turkey and Cranberry Parcels*
- Chicken Goujons with Salsa*

- Handmade Pork Pies with Homemade Chutney
- Parma Ham and Gorgonzola Bruschetta
- Salami and Hummus Olive Roulades
- Thai Chicken Skewers*
- Chicken Satay Shots
- Lamb and Feta Burgers with a Dill and Cucumber Dip*
- Black Pudding, Mozzarella and Cherry Tomato Stack
- Parma Ham Wrapped Sausages*

*This Canapé can be served warm

Fish Canapé Menu

- Prawn Cocktail Gem Boats
- Smoked Trout Pate and Gherkin Gem Boats
- Prawn and Mango Chilli Skewers
- Smoked Salmon and Cream Cheese Choux Buns
- Smoked Salmon and Cream Cheese Mini Cheese Scones
- Smoked Salmon and Cream Cheese Mini Tart
- Mini Lobster Cocktails
- Mini Crab Cakes with Lemon and Dill Mayo
- Blinis with Smoked Salmon and Beetroot

Vegetarian Canapé Menu

- Goats Cheese and Beetroot Mini Quiche*
- Brie and Tomato Mini Quiche*
- Stilton and Broccoli Mini Quiche*
- Asparagus and Tomato Mini Quiche*
- Assorted Crudities Shot with Hummus Dip
- Mozzarella, Pesto and cherry Tomato Skewer
- Halloumi and Roasted Vegetable Skewers*
- Indian Selection with Mango Relish*
- Spinach, Dill and Feta Parcels*
- Yarg Cheese Spoons with Bloody Mary Chutney
- Olive Tapenade and Gilled Pepper Spoons
- Stilton and Grape Spoons
- Mini Luxury Cheese and Chutney Cracker Selection
- Cucumber and Cream Cheese and Chive Boats
- Cheese and Mustard Straws
- Roasted Red Pepper Soup Shots with Cheese Toasts*
- Portobello Mushroom, Goats Cheese and Spinach Parcels*
- Mini Pizza Quiches*

*This Canapé can be served warm

Sweet Canape Menu

- Mini Scones with Jam and Cream
- Mini Victoria Sandwich
- Mini Pettis Four Selection
- Mini New York Cheesecake
- Mini Chocolate Eclairs
- Chocolate and Cream Choux
- Triple Chocolate Brownie and Strawberry Squares
- Brownie and Strawberry Skewers
- Strawberry and Marshmallow Skewers
- Fresh Fruit Skewers
- Mini Chocolate Spoons
- Mini Lemon Spoons
- Macaroons
- Mini Strawberry Eton Mess
- Mini Chocolate Mousse garnished with strawberries
- Mini Fruit Meringues
- Strawberries Dipped in Chocolate
- Mini Bano ee Spoons
- Cookies and Vintage Milk Bottles with retro straws
- Mini Christmas Pudding
- Mini Mince Pies

CATERING PACKAGES

*BESPOKE CATERING PACKAGES £30.00pp

Our caterers are passionate about homemade food that is lovingly made and beautifully presented. All prices include crockery, cutlery and staff.

Choose from;

Fork Buffet

Our caterers are happy to create bespoke menus to suit we cater for all dietary and allergen requirements.

- Luxury Cheeseboard with artisan crackers and oatcakes
- Hand carved meat platter (hot or cold)
- Poached Salmon Side in white wine and dill
- Homemade chutneys and pickles
- Homemade quiche (v)
- Edis gala pie
- Handmade mustard scotch eggs
- Newmarket sausages
- Beetroot salad
- Homemade coleslaw
- Homemade potato salad or roast potatoes served hot
- Roasted vegetable couscous
- Corkers Crisps/vegetable crisps
- Homemade triple chocolate brownie
- Jam and cream scones

Traditional Picnic Menu

Large sharing hampers available to hire and are suitable for 8-12 people (dependent on menu choice).

- Fresh crusty bread and butter
- Luxury cheeseboard (Yarg, The Duke, Brie,

Mature Cheddar and Goats Cheese) served with crackers, oatcakes, celery and grapes

- Luxury hand carved meat platter (turkey, honey ham and beef)
- Handmade Scotch eggs
- Handmade pork pies
- Homemade coleslaw
- Newmarket sausages and mustard dip
- Mozzarella tomato and basil salad
- Homemade mini quiches
- Corkers sharing bags of crisps/ vegetable crisps
- Desserts served separately on 3 tier stands or rustic platters
- Strawberries and cream
- Homemade triple chocolate brownies

Ask about;

- Picnic blankets, bespoke liners for picnic hampers and bespoke table runners and bunting to match
- Rustic themed tableware or vintage china crockery- a great alternative to white china
- Welcome drinks bar- serve your welcome drinks from a prop bar complete with vintage drink dispensers that can be filled with Pimms and Pink Lemonade and served into jam jars with retro straws.
- Mobile tea room- perfect for tea, coffee and desserts to be served from- perfectly suited to a hamper wedding reception

Afternoon Tea

All served on vintage china, platters and three tiered stands with china side plates and includes a vintage tea station. Vintage trios set up on place settings, a mix of savouries and desserts with English breakfast tea brought to the tables - guests can help themselves to speciality teas from the tea station. Includes staff in vintage attire!

- Freshly made dainty finger sandwiches
- Handmade sausage rolls
- Handmade Scotch eggs
- Mini beef and horseradish Yorkshire puddings with rocket garnish
- Assorted homemade mini quiches
- Smoked salmon choux buns
- Jam and clotted cream scones
- Homemade triple chocolate brownies
- Fresh strawberries and cream

Wedding Cakes

Fresh Cheese Cake - for an evening reception our caterers can provide a fresh cheese cake (made with your favourite cheeses) presented with baskets of crackers, oatcakes and butter portions for your guests to help themselves to.

Pork Pie Cake - for something completely different ask about a personalised pork pie wedding cake!

Brownies - delicious triple chocolate brownies which can be used as favours or a wedding cake or in picnic boxes or kilner jars to give as gifts.

Best of British Pop-Up Carvery

A main course carvery is set up on a hot buffet station and staff will invite a table up at a time to help themselves - starters and desserts are served to the tables (max 150 guests).

Please choose two options from each course;

Starters:

- Homemade soup station (many flavours available!) with fresh crusty bread
- Salmon and tarragon fishcakes on a bed of watercress
- Homemade scotch eggs and piccalilli with salad garnish
- Melon medley with raspberry, port and orange dressing
- Prawn cocktail with seafood sauce and crab sticks

- Mozzarella, tomato and basil tart
- Chicken and bacon salad with herby croutons

Main Course:

- Roast gammon ham and cauliflower cheese
- Roast turkey with stuffing and chipololata and bacon sausages
- Roast topside of beef
- Salmon fillet
- Portobello mushroom, goats cheese and spinach parcels
- Quorn roast
- Aubergine, ricotta and tomato bake
- Coq au vin
- Ham, chicken and Fenland leek pie
- Steak, Portobello mushroom and ale pie
- Free range pork sausages and mash potato

All served with seasonal vegetables, roast potatoes, Yorkshire pudding, gravy and your favourite sauces!

Desserts:

- Homemade English Sherry trifle
- Very British treacle tart and custard
- Luxury award winning cheeseboard selection with crackers and chutney
- Triple chocolate brownie with thick cream and strawberries
- Fresh fruit meringue nests with crème fraiche
- Apple tart with thick cream
- Lemon tart with drizzled dark chocolate and cream

- Raspberry and white chocolate cheesecake
- Rhubarb crumble with cream or custard
- Bread and butter pudding with cream or custard
- Sticky toffee pudding with cream
- Eton mess

Ask about;

- Full table service- starters, mains, desserts, cakes and drinks served to your table
- Cheese boards- luxury British cheese selection with oatcakes and crackers
- Tea and coffee station - complete with china cups and speciality tea



EVENING BUFFETS

BBQ FOR ALL SEASONS £15.00pp

All condiments and extras such as onions are also included! (If you would like to create your own menu with more or less items, please contact us for a quotation.)

Choose 3 Mains;

- Musks Newmarket Sausages
- Gourmet Beef Burgers
- Gluten Free Sausages
- Vegetarian Falafel with hummus and pittas
- Vegetarian Kebabs
- BBQ chicken wings
- Salmon Fish Parcels
- BBQ Ribs
- Lamb Koftas
- Lamb and Feta Burgers

Choose 3 Salad Options (presented in rustic styled bowls);

- Beetroot Salad
- Mini Gem Garden Salad
- Coleslaw
- Potato Salad
- Roasted Vegetable Couscous
- Pine nut, Spinach and Pesto Pasta Salad
- Tomato, Basil and Mozzarella Salad
- Rice Salad
- Corn on the Cob

Add Desserts for £2.00pp (presented on logs and rustic platters)

- Triple Chocolate Brownie
- Strawberries and Cream
- Apple Pie
- Eton Mess
- Fresh Fruit Platter
- Raspberry and White Chocolate Cheesecake

COLD BUFFET £10.00pp

- Freshly Made Bloomer, Wholemeal and Wrap Platter - with separate meat, fish and vegetarian fillings
- Homemade Quiches (v)
- Handmade Edis Scotch Egg
- Vegetable Crudities and Hummus
- Smoked Salmon and Cream Cheese Choux Buns
- Newmarket Sausages and Mustard Dip
- Cake Selection (variety of 3 different cakes and bakes)

HOT SANDWICHES £7.00pp (MIN 50 GUESTS)

Choose one of the following options:

- Hot Bacon Sandwiches
- Hot Cheese Toasties/Cheese and Ham Toasties
- Hot Paninis (choice of fillings)
- Gourmet Burgers
- Chilli Dogs
- Falafel Pittas with Hummus and Salad
- Fish Finger Sandwiches
- Pulled Pork Buns with BBQ or Apple Sauce

TEA AND COFFEE STATION (MIN 30 GUESTS)

Hot Beverage Station which includes our table, vintage cloths and vintage surround along with Specialty Tea, Hot Water Urn, Milk, Sugar, Coffee and Biscuits

- With Disposable Cups, £1.20pp
- With White China Cup Hire, £1.50pp
- With Vintage China Cup Hire, £1.50pp
- Add Pink Lemonade, £1.20pp (Includes pink lemonade, jam jars with retro straws and vintage kilner drinks dispenser hire)

Ask about;

White or Vintage China for your buffet!

RECOMMENDED SERVICES

BRADLEYS DISCO

Bradley's Discos is the premier source for your event's DJ needs. Their goal is to provide outstanding wedding entertainment, where sophistication is reflected through music, lighting, and an overall professional presentation. We combine high energy and style with elegance and class to bring you a rockin' party. No event is too big or small to make a lasting impression. Bespoke playlists and coloured lighting gives a personal touch to your event.

01353669992 | www.bradleysdiscos.com | sybradley35@aol.com

A SPECIAL EVENT

From the traditional to something a little more unique, A Special Event pride themselves on going the extra mile. Offering a range of quality hire and purchase items for any event including centre pieces, full venue dressing, hanging lanterns, chair accessories and even something for your sweet tooth!

01353 611500 | www.a-specialevent.co.uk | info@a-specialevent.co.uk

THE ELY FUDGE COMPANY

Ely Fudge Company make artisan fudge on the premises in Ely fresh every day. It is traditional crumbly, creamy, melt-in-the-mouth fudge and is made in a variety of traditional and modern flavours. Offering a bespoke service, they can either offer you fudge in slabs so family and friends can help you make your favours exactly as you want with your own boxes or packaging, or they can make them up for you to your exact specifications.

**01353 654099 | www.elyfudge.co.uk | reallysweet@btconnect.com
31 Market Place Ely CB7 4NT**

THIS IS PHOTOGRAPHY - AMY & STEVE

This is Photography is a husband and wife team who met while studying photography way back in 1999. With a passion for family and landmark occasions in life, they specialise in capturing people from the everyday walks in the park to those one of treasured moments. Their photography is very varied but can be described as 'Documentary', in other words they like get involved and make your experience with them as enjoyable and fun as possible!

07780 936328 | www.tipphoto.co.uk

RGL PHOTOGRAPHER

Robin is a member of the Society of Wedding and Portrait Photographers and is based in Cambridgeshire. He provides clients with a photography service that aims to exceed their expectations and has a proven track record of delighting customers. He takes great care in understanding the needs of his clients and translating them into a bespoke service that makes the whole photography experience enjoyable, relaxed, and fun.

07712 236713 | www.rglphotographer.co.uk

HEART BRIDES

Heart Brides is one of the largest Independent Wedding Dress retailers in the East Anglia region, selling directly to the public at road shows throughout East Anglia, with shows every 4 -6 weeks in Bury St Edmunds, Huntingdon, March, Cambridge, Harlow, Peterborough, Ely, Kings Lynn, Ipswich, Diss and Norwich. They stock over 180 dresses from size 6 to 30 and our prices range from £299 to £999. Heart Brides aim to make the choosing of your wedding dress one of the most memorable experiences whilst planning your day!

www.facebook.com/www.heartbrides.co.uk

COUNTRY COTTAGE FLORISTS

They are a professional, approachable, small friendly team specialising in creating bespoke wedding and funeral work from their studio based at the family farm in the Cambridgeshire Fens. Country Cottage Florists design and produce beautiful, affordable floral arrangements using high quality flowers.

07954 237521 | countrycottageflorists@gmail.com

Should you wish to hold your ceremony at The Maltings, please contact the Ely Registry Office:

Old School House
74 Market Street
Ely, Cambridgeshire
CB7 4LS

0345 045 1363 | cambridgeshire.gov.uk

Registrar costs are in addition to our venue hire and can be obtained from the registry office.

LOCATION



THE MALTINGS

Ship Lane
Ely, Cambridgeshire
CB7 4BB

TERMS & CONDITIONS OF HIRE

DEFINITIONS

- 'Premises' means the Maltings.
- 'The term 'we' in this document means The Maltings - City of Ely Council.
- Hirer means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.

APPLICATION TO USE

1. You must complete our booking form to make a formal application for use. We may ask a nominee known to us to support your application.
2. You may not sub-let or assign the Premises.
3. We may refuse any application without needing to give a reason.

USE OF PREMISES

1. You can exclusively use the rooms stated as agreed on your booking form / invoice. Use of the kitchen and equipment is by prior agreement with us.
2. You must make sure that no undesirable person is permitted to enter the Premises or otherwise make use of the same, and that nobody makes unreasonable use of the Premises or its facilities.
3. Your use of the Premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons. You may be requested to complete and sign a noise management plan, which should be returned to the venue management prior to your event.
4. You must arrange for any necessary licenses relating to your intended use of the Premises and accept all relevant statutory responsibilities for the event as agreed by the venue management.
5. You must make sure that nobody smokes or vapes in any part of the Premises.
6. If we ask you to, you must have registered SIA security staff at your event – dependant on event, this will be at your cost.
7. You must not use decorations of any sort at the Premises without our agreement. Any such decorations must be completely removed from the Premises at the end of each period of use. Bouncy castles are not permitted. We do not allow anything to be hung from high beams in main hall. No nails or glue should be used, or any fixtures which would damage the walls/any area of the building permanently or leaving residue marks (*see indemnity and insurance clause). Only use of biodegradable confetti is allowed.
8. You must not interfere with any of our equipment within the Premises. You can bring your own equipment, such as amplifiers, lights, etc into the Premises if we have agreed to it. Your equipment will require an up to date Portable Appliance Test.
9. Any live music must be agreed with the Venue Manager. The Wedding packages include the cost of a disco. Use of an external DJ will incur a surcharge of £50.00. If you wish to use your own supplier for the disco/live music this must be agreed with the Venue Manager and all their equipment must have an up to date Portable Appliance Test. They must also provide copies of their public liability insurance and complete our Noise Management Plan in advance.
10. You must clean the premises after your hire and leave 'as found' with all decorations/rubbish etc removed.

PUBLIC SAFETY AND ACCESS

1. We, our agents, and any of the Emergency Services, can enter the Premises at any time without prior notice.
2. You must make sure the marked fire exits are operational and are kept clear at all times.
3. The maximum permitted number of persons allowed is as we agree on your application.
4. As the building is based in a residential area, you must ensure your guests leave quietly and in a respectful manner.

PROVISIONAL BOOKINGS

A booking can be held for a max of 7 days from first point of formal request; however these are cancelled automatically in our bookings diary if you have not confirmed with the required booking form and deposit payment within this time. This responsibility lies with you as the organiser.

USAGE CHARGES

1. We will put together a formal quotation and invoice, based on your initial enquiry details, these should be confirmed through a completed booking form emailed through to maltings@cityofelycouncil.org.uk.
2. A non-refundable deposit of £1000 is required to secure your Wedding booking. This must be received no later than 7 days after a provisional booking has been made.
3. A 75% balance payment is due 4 months prior to the Wedding day.
4. The final balance is payable 1 month prior to the Wedding day.
5. We will not increase your usage charge once you have paid your deposit even if we subsequently decide to increase our charges generally.
6. The prices quoted for all rooms are in accordance with the current tariffs.
7. Cheques should be made payable to the City of Ely Council and sent to the address on the booking form.
8. All prices are inclusive of VAT at the prevailing rate, this is subject to change should the future government policy necessitate that the VAT rate increases or decreases.

CANCELLATION

1. Failure to make payments by required deadlines will result in the immediate suspension of the booking.
2. All cancellations must be received in writing. If cancellations are made the following charges will apply, less the £1000 non-refundable deposit: -

1 to 2 weeks before event date - 100% of event costs

3 to 6 weeks before event date - 75% of event costs

7 to 10 weeks before event date - 25% of event costs

3. Change of Date

Once a booking has been confirmed, any change of date may result in forfeiture of the booking. Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed.

4. We reserve the right to cancel your booking, at short notice, due to any unforeseen circumstances, or if we believe for any reason the venue to be unsafe for use for any reason to the public – In this case we would issue you with a full refund of the monies paid to us, but that would be the limit of our liability to you.

INDEMNITY AND INSURANCE

1. We will not be responsible for the loss, theft of or damage to property belonging to you or any person attending the Premises.
2. You must indemnify and keep us and our agents from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with the hire of the Premises.

3. We will hold you responsible for the costs of any necessary repairs to the Premises/replacement of equipment, or industrial cleaning required, arising from your use, including any consequential losses, should the Premises be unusable as a result of your hire.

TERMINATION OF USE

If you do not comply with one or more of these conditions or our instructions or requests, then we can exclude you or any person in the Premises from the Premises, with immediate effect until you do comply, but this will not relieve you from any obligations under these conditions. You must only use the Premises for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, unseemly or undesirable, by immediately terminating your booking without payment of any compensation or refund of any payments made by you to us.

COMMENTS / COMPLAINTS

Any comments or complaints should be made to the Duty Manager at the time of your event to allow us opportunity to resolve and investigate at the time. We appreciate all feedback to enable us to continue to deliver a high standard of service, and welcome feedback of all types.

CARPARKING – LOADING/UNLOADING

We are only able to offer space for parking for up to FOUR vehicles in total, if space is available (including catering and any external parties you are using) at the rear of the venue in a small staff parking area. These vehicles should ideally be agreed in advance of your booking date, and the manager on duty will issue a permit on arrival which should be displayed clearly in the front window of the vehicle. Vehicles are able to unload at the front of the building from the access road, but should not block the main entrance doors, and should not be longer than 20 minutes unloading (only one vehicle at a time).

FOOD AND DRINK

The Maltings reserves the right to be sole supplier of all alcohol, food and other drinks and consumables. We are able to tailor packages and wine lists to most events. Your own alcohol may only be brought into venue for seated meals in the main hall, and as wine at the table only – this must be agreed in advance during the booking process and will be checked on arrival with the Duty Manager. A corkage fee will apply.

We provide catering options within our Wedding packages – however should you choose to employ an external caterer for your event, we will need to agree this in advance during the booking stage, and will require a copy of the company's Food Hygiene certification, along with a copy of their public liability insurance certificate and Food and Safety Management Systems.

There will be an additional charge of £150 for the use of the kitchen.

Additional food items brought in by the hirer must be agreed in advance with the management and may incur a maximum surcharge of £50.00.

We do not accept responsibility for any food items that are not prepared or cooked by our own caterers on site.

If you choose to have one of our catering options, final numbers are required 1 month prior to the Wedding day. This will be the number charged for on the day unless numbers increase.

LOST PROPERTY

If found, we will hold on the premises for a maximum of one month – for the purpose of hygiene certain items will be disposed of immediately such as soiled clothing or perishable goods. Please contact us directly on 01353 662633 or email maltings@cityofelycouncil.org.uk for enquiries.