



# HIRING INFO

2023-2024



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A LITTLE BIT ABOUT US

# A SOCIAL ENTERPRISE CAFÉ

We are a non-profit social enterprise, which enables young people to reach their potential through employment and training. As an initiative of The Matrix Trust, a local youth work charity, The Hideaway Café provides local people with a place to escape, connect with each other and give back to their community.

Our experienced café team is enriched with young people who need a boost into employment, gaining skills whilst on-the-job and qualifications working in a supportive environment.

And once the school day ends, The Hideaway is transformed into a social space just for young people providing a safe space to make friends, build relational connections with youth workers and gain life skills.

Come and #findyourhideaway and you will be contributing to this exceptional project, helping young people gain confidence and tools to navigate this challenging world.

PROFITS FROM EVERY PURCHASE AND BOOKING ARE FED BACK INTO MATRIX YOUTH PROJECTS.



[www.thehideaway.cafe](http://www.thehideaway.cafe) | [@thehideaway.cafe](https://www.instagram.com/thehideaway.cafe)

# THE HIDEAWAY CAFÉ



Positioned near the heart of Guildford, our Café space is available for hire outside of the cafe opening times.

A brilliant spot for Children's birthday parties, private lunches, and other events. The Hideaway Café's recommended maximum capacity for guests is:

- **Indoors:** 35 seated; 50 standing
- **Terrace:** 20 seated; 25 standing
- **(Additional Room:** 20 seated; 25 standing)

WE HAD A LOVELY DAY... EVERYTHING WORKED REALLY WELL. I WOULDN'T HESITATE TO HOLD A PARTY THERE AGAIN

When you hire our café space, we include at least one Hideaway trained barista with your hire of the space (depending on your number of guests this may increase to two). This enables us to offer you and your guests drinks from our Barista menu as well as from our Brew Bar and drinks fridge.

We are able to offer drinks from our servery on a tab based system which can be settled at the end of your event, alternatively you can ask for your guests to pay at the time of ordering.





# HIRE COSTS – CAFÉ



The cost of hire is dependant upon the number of guests you expect as well as the duration of your event and whether you require catering.

We ask for the hire to be a minimum of three hours, of which should include setup and pack down, as well as the event itself.

Prices start from £60 + VAT per hour for the hire of the café.

“EXCELLENT VENUE AND [WE WERE] PLEASED TO SUPPORT A NEW LOCAL VENTURE”

This cost includes:

- Private use of The Hideaway Café area
- A Hideaway Trained Barista, who is available to serve your guests from our drinks menu
- Use of 2 toilets, including disabled
- Private use of the Terrace

If you want to book our additional room with the Café for your event, we charge £20 + VAT per hour for this space





# PRIVATE MEETING SPACE

AVAILABLE TO HIRE MONDAY TO SATURDAY, OR ALONGSIDE A SUNDAY CAFE BOOKING



LAYOUT OPTION: BANQUET STYLE - SEATING 16-20



LAYOUT OPTION: CONFERENCE STYLE - SEATING 8-12



# PRIVATE MEETING SPACE



## LAYOUT OPTION: CONFERENCE STYLE - SEATING 10

Our Private Meeting Space adjoins onto our café, offering a hireable space for flexible use, whether you want to host workshops, business meetings, or training sessions.

Hire of our Private Meeting Space includes the use of:

- Private room, with private access
- Tables and Chairs
- Wall mounted TV with HDMI input cable
- Flip Chart & Marker Pens
- Socket points
- 2 toilets through The Hideaway Café (including a disabled toilet)

Capacity for this room is dependant on your choice of layout:

- Banquet - seating 16-20
- Conference - seating 8-12
- Theatre - seating 25 (no tables)

Cost of hire for the room is £20 + VAT per hour.

Discounts available for community organisations or registered charities.

We also offer the option to book private breakfasts or lunches in this space at a pre-agreed cost.

# CATERING ENQUIRIES



The cost of our refreshments will mostly be bespoke, dependant upon the type of booking you make.

We have included some examples of what we can offer:

| Type of Refreshments  | Price per Head | Minimum Spend |
|---|----------------|---------------|
| Drink & Cake<br><i>Barista coffee or loose leaf tea, and a cake or pastry</i>           | From £5        | £40           |
| Breakfast<br><i>Options incl. Pastries, Granola &amp; Yoghurt, Fruit and tea/coffee</i> | From £10       | £60           |
| Lunch<br><i>Options incl. buffet selection of sandwiches, salaa, cake, crisps</i>       | From £8        | £50           |

THE TEAS AND COFFEES WERE GREAT TOO AND IT WAS LOVELY TO HAVE A TRAINED BARISTA DOING PROPER COFFEES!

If you want to bring your own food, you are very welcome to. We charge £0.50p per head for this, which gives you use of any combination of our mugs, plates, bowls, tumbler glasses, and cutlery.

We ask for this contribution towards the use of the café's cutlery and crockery in order to cover the costs for washing up, which is otherwise included in our refreshment costs.





## MORE DETAILS

# FAQS

### **What does the booking time include?**

The duration of your booking should include your set up and set down time for your event. For example if you plan to rearrange the tables, we ask that you return them to how you found them at the end of your booking.

### **Are we allowed alcohol at our event?**

Due to the conditions of our lease we're able to allow alcohol to be consumed on our premises where a corkage fee is applied. Please enquire for more information.

### **Do you have parking on site?**

There is not, but we are only a short walk away from the following car parks: York Road, Upper High Street & G-Live.

### **Can I book the Hideaway Café without an Event Host?**

Not at this time, we want to ensure that your time with us is the best it can possibly be. So, we ensure someone is on hand at your event to answer any questions, serve you & your guests with drinks, as well as opening and locking up the building for your booking.

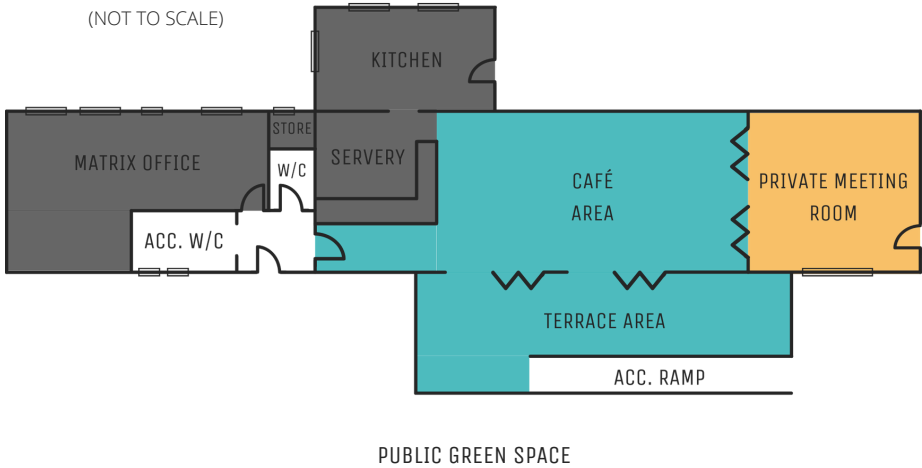


### **Where does my money go?**

All profits - after paying for overheads - from hiring our Private Meeting Space or our Café Space are fed into Matrix's youth projects, where we work to provide a lifeline for young people across Guildford Borough. The cost of hiring the Hideaway Café includes paying for the Barista's work time. If you would like to make an additional donation, you can do this via Matrix's website or at the end of our Booking Form.



# FLOOR PLAN



## BOOKING ENQUIRIES



Photos by CK Photography

If you would like to hire our café space or our private meeting space, you can contact us via [hello@thehideaway.cafe](mailto:hello@thehideaway.cafe) and one of our team will be able to get back to you.

Please do get in touch with us, as we would love to work with you!



**HELLO@THEHIDEAWAY.CAFE**

[www.thehideaway.cafe](http://www.thehideaway.cafe) | [@thehideaway.cafe](https://www.instagram.com/thehideaway.cafe)