

PARTIES  
WEDDINGS  
ENGAGEMENTS  
CHRISTENINGS  
CORPORATE

# VENUE HIRE



ZEN BAR  
LLANDAFF, CARDIFF

Tel: 029 2041 6190  
Email: [venuehire@cardiffmet.ac.uk](mailto:venuehire@cardiffmet.ac.uk)  
[www.cardiffmetsu.co.uk/venuehire](http://www.cardiffmetsu.co.uk/venuehire)



## Llandaff

**Cardiff Metropolitan University  
Students Union  
Western Avenue  
Cardiff, CF25 2YB**

**Tel: 029 2041 6190**

**Email: [venuehire@cardiffmet.ac.uk](mailto:venuehire@cardiffmet.ac.uk)**

**Web: <http://www.cardiffmetsu.co.uk/venuehire/>**

# *Welcome to your venue...*

Dear Sir/Madam,

Thank you for your recent enquiry regarding private hire facilities at Zen, Llandaff Campus. Please find enclosed details of our facilities as requested.

At Zen, we pride ourselves on our flexibility and approach to customer satisfaction. Whatever your event or special occasion we can ensure that we deliver.

Please do not hesitate to contact us if you need any additional information and we would welcome the opportunity to show you our venue and discuss your event in more detail.

Yours faithfully,  
**The Events Team**

Tel 029 2041 6190

Email: [venuehire@cardiffmet.ac.uk](mailto:venuehire@cardiffmet.ac.uk)







## *Location*

Zen café bar and lounge is situated on Western Avenue, Llandaff just 1 mile outside of Cardiff City Centre. The recently refurbished café bar and lounge now has a light and modern feel to it with new décor and furniture. Zen is a fully licensed venue with a capacity from 50 – 400 people. This venue is ideal for weddings, birthdays, engagements, christenings and corporate events.

Zen is situated within easy reach of several nearby hotels in the City Centre and surrounding Llandaff suburb and has its own on-site pay and display car park.

## *Venue*

Zen is situated on one level. The main area will be the entertainment centre of the venue if you are planning a party. The remaining area will be where your guests can mingle and relax. The venue is fully equipped with disabled access.

We can offer a personalised catering service to deliver the perfect food for your event. Should you require any catering at your event we are happy to discuss your individual needs, and tailor them to you and your party.



**PRIVATE BOOKING FORM (1 of 4)**

To **confirm** your booking we will require the following forms to be completed and payment of the non-refundable deposit. Should you require any further information please do not hesitate to contact us:-

<b>Date of Hire:</b>	<b>Reason for Use:</b>
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<b>Clients Name:</b>	<b>Date Booked:</b>
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	<b>Email:</b>

<b>Disco Required? YES / NO</b>	<b>Number Attending:</b>
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**Room Hire Fee (Payable immediately to secure booking):**  
 £.....

Please tick if you do not wish to receive any electronic mailings from Cardiff Met SU

<b>Requirements:</b>
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**Important Information – Please Read**

- The room hire fee is non-refundable. Once the payment is received the booking will be confirmed.
- **Access to the venue will be from 6.30pm, unless otherwise agreed.**
- The disco cost is £180. A deposit of £50 for the disco (if required) is to be paid along with the room hire fee. The balance must be paid no later than 1 week prior to the booking. Those clients using their own DJ must ensure that the DJ is aware they must provide their own sound and lighting equipment as the venue’s equipment cannot be used. They will also require providing a copy of the DJ’s liability insurance to [venuehire@cardiffmet.ac.uk](mailto:venuehire@cardiffmet.ac.uk) prior to the function.
- Bookings must be used for the purpose stated when booked, which is noted above. If the wrong purpose is stated or we are misled in any way we have the right to cancel the booking on the day.
- We reserve the right to close down any function with no notice in the event of any undesirable anti-social activities.
- All pool tables will be out of use during private bookings.
- Any valuables/possessions left at the venue will be at the owner’s risk.
- **Confetti of any kind is not allowed inside the venue booked.** All decorations are to be put up with blu-tack, not sticky tape.
- **All belongings must be taken away at the end of the night; no responsibility is taken for any items left.**
- **No outside caterers are allowed on the premises, no access to our kitchen or any use of equipment is permitted.**

**In the case of any queries regarding this booking, please call 029 2041 6190**

<b>N.B. Bar staff will ask for ID for those guests wishing to purchase an alcoholic drink who appear to be under 18 years old. If a person above the legal age for consumption of alcohol is found to be purchasing drinks for under 18’s they will be asked to leave the premises immediately.</b>
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Please complete and return



## PRIVATE BOOKING FORM (2 of 4)

**Please complete and return this form**

Please initial the right hand column to show you have read and understood each guideline.

	<b>Client Initials</b>
Under 18's will only be allowed in if accompanied by a parent or guardian.	
Security will retain the right to refuse admission and undertake searches.	
Bar staff will ask for ID for those guests wishing to purchase an alcoholic drink who appear to be under 18 years old.	
If a person above the legal age for consumption of alcohol is found purchasing drinks for under 18's, drinks will be confiscated and they will be asked to leave the premises immediately. Non-adherence to this will result in the bar serving soft drinks only.	
Only beverages (alcoholic or non-alcoholic) purchased from the bar may be consumed on the premises.	
No outside caterers are allowed on the premises, no access to our kitchen or any use of equipment is permitted.	

<b>Date:</b>	<b>Print Name:</b>	<b>Signature:</b>
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<b>Date of Booking:</b>
<b>Reason for Booking:</b>

**Please complete and return**





## PRIVATE BOOKING FORM (3 of 4)

### DJ REQUEST FORM

Do you require the use of our in-house DJ?      Yes     No

*If you have ticked 'Yes' please fill in the rest of the form, if you have ticked 'No' please continue to Private Booking Form 4 of 4.*

<b>Date Required:</b>
<b>Client Name:</b>
<b>Type of Party:</b>
<b>Party Times:</b>
<b>Guest Numbers (Approx):</b>
<b>Special Music Requests / Playlists:</b>

**Please complete and return**



## PRIVATE BOOKING FORM (4 of 4)

### Private Function Food Provision

Please note that there will be no access to our kitchen or use of equipment and that no refrigeration will be made available during your event. It is also recommended by the EHO that cold food should only be kept out of a temperature for a maximum of 4 hours. Hot food should only be kept out of temperature control for 2 hours.

It is hereby agreed that all responsibility for the preparation and provision of foodstuffs with regard to this private function will be accepted for by:

No outside caterers are allowed on the premises, no access to our kitchen or any use of equipment is permitted.

<b>Please Print Name:</b>
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<b>Date of Function:</b>
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No responsibility will be passed to any third party with regard to any problems incurred. All areas used for food provision will be left in a clean and tidy manner.

<b>Signed:</b>
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<b>Date:</b>
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**Please complete and return**

## *Our Recommendations...*



**Venue Decoration, Entertainment & your event essentials**

Mr Paul Gwilym

Email: [paul@gwiliamevents.com](mailto:paul@gwiliamevents.com)

Tel: 07787568421

Web: <http://www.gwiliamevents.com/contact.php>

the balloon  
experience

Amazing Professional Balloon Decor

**Balloon Décor**

Mr Steve Marsh

Email: [info@theballoonexperience.com](mailto:info@theballoonexperience.com)

Tel: 01633 866386

Mob: 07929403838

Web: <http://www.theballoonexperience.com/contact>