



PRIVATE HIRE

PARTIES. MEETINGS. EVENTS.

ABOUT

The Pen and Pencil is a vibrant bar and restaurant situated in Manchester's bustling Northern Quarter.

We take our name and inspiration from the infamous mid-20th Century bar on East 45th Street in New York, popular with the original 'Mad Men.'

Our private room is available 7 days a week, comes with exclusive use of its own staffed bar and can accommodate up to 70 guests. The room is equipped with a projector, screen and microphone, plus independent volume control and air-conditioning.

The full venue is open for private hire on selected evenings — capacity is 200 guests.

We host a selection of Manchester's best DJs on Friday and Saturday nights playing electro, soul, funk and disco.

Our drinks menu contains a full range of specially created cocktails, craft beers, wines and champagnes, perfect for any event. We also offer private bottomless brunches, sliders and buffet packages to suit any occasion.

We also have other areas of the building available for smaller group sizes.



**MAIN BAR
AREAS CAPACITY
15 - 70**



**RAISED AREA
CAPACITY
15 - 30**



**PRIVATE ROOM
CAPACITY
30 - 70**



DRINKS

Our drinks menu contains a full range of specially created cocktails, craft beers, wines and champagnes — perfect for any event.

DISCOUNTED DRINKS PACKAGES:

4 bottles of Cullinan View Chenin Blanc	£75
4 bottles of Berri Estates Merlot	£75
10 bottles of Modelo Especial	£45
10 cans Brooklyn Lager	£50
5 bottles of Pontebello Prosecco	£120
10 house cocktails (choose from range)	£85

FOOD

We have a number of food options available to suit all tastes, budgets and dietary requirements.

SLIDERS

Each slider is £3.50

We recommend 3-4 per person:

Crab

white crab meat / wasabi mayo

Zucchini (vg)

corn zucchini patty / vegan sriracha mayo

Brisket

beef brisket / cheese / red leicester sauce

Pulled Pork

pork / mustard mayo

Beef

beef patty / chipolata pepper mayo / lettuce

Chicken

buttermilk chicken / red cabbage slaw

EXTRAS

Fries

£2 per person

Sweet Potato Fries

£2.50 per person

£300 minimum spend for all food pre-orders.

BUFFETS

Meat Buffet Package

£15 per guest

Pork bon bons with balsamic onion puree / Mini beef wellingtons / Honey glazed pork belly skewers / Chicken satay with peanut spicy sauce / Smoked salmon cucumber roll

Mix Buffet Package

£15 per guest

Tomato pesto feta bites (v) / Leek, potato and chive cake with tomato chutney (vg) / Smoked salmon cucumber roll / Mini beef wellingtons / Chicken Satay with peanut spicy sauce

Veg Buffet Package (v)

£13 per guest

Tomato pesto feta bites (v) / Corn zucchini frites topped with paprika hummus (vg) / Leek, potato and chive cake with tomato chutney (vg) / Sweet potato avo bites (vg) / Zucchini roll stuffed with red pepper & goat cheese cream (v)



CONTACT

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DEPOSITS

We will take a deposit to secure your booking. All other pre-order payments will be taken no later than 2 weeks before your event. Your security deposit will be refunded within 7 working days after your event has taken place. Any damage/disruptive behaviour caused by the party is the sole responsibility of the party and the deposit may be retained against any incurred costs of the venue.

The deposit will not be refunded if the minimum spend is not met.

T&Cs

For any cancellations made at least 2 weeks before an event, we will refund your deposit in full. For any cancellations made later than that, no refund will be due.

The following decorations are permitted: balloons, table decorations and banners/photos attached to brickwork. We don't permit anything on our paintwork, nor any glitter/confetti.

If your group changes in size, we reserve the right to give you an alternative space within the building.

We open until midnight Sunday-Thursday and 2am Friday-Saturday. If you require a late alcohol licence for your event, then we may be in a position to apply to the council for a Temporary Events Notice. There is a charge of £200 for the Notice.

Paying the deposit means you have accepted our terms and conditions.

You are required to arrive no later than 1 hour after your agreed start time. For any arrivals after this time, we are unable to refund the deposit.

Bringing your own alcohol is strictly prohibited and will result in your deposit not being refunded.

Under 18s are not permitted after 6pm.