



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 has a standing capacity of 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 bar 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 | £80 |
| 4 bottles of Berri Estates Merlot | £80 |
| 10 bottles of Modelo Especial | £45 |
| 10 cans Brooklyn Lager | £50 |
| 5 bottles of Pontebello Prosecco | £130 |

ARRIVAL DRINKS:

| | |
|-------------------|--------------|
| Glass of Prosecco | £5.90 |
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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

Pulled Pork

smoked tomato jam

Chicken

mozzarella / cranberry

Beef

beef patty / Red Leicester / onion chutney

Breaded Spiced Fish

sriracha mayo

Halloumi (v)

red pepper pesto

Large Flat Mushroom (v)

pea & mint puree

Vegan Patty (vg)

vegan patty / vegan cheese / mustard relish

EXTRAS

Fries (vg)

£2.50 per person

Sweet Potato Fries (vg)

£3.00 per person

Loaded Nachos (vg)

£4.00 per person

£300 minimum spend for all food pre-orders.

SHARING BOARDS

£25 Per Person

(available for groups of 15 and over)

- Leek, potato and chive cake with tomato chutney (vg)
- Sticky pork belly skewer
- King prawn and chorizo skewer
- BBQ chicken wings
- Filo parcel with cranberry and goats cheese (v)
- Cheese bon bons with spicy dipping sauce (v)
- Mini beef wellingtons
- Spicy fish fritters with harissa honey dip
- Truffle and parmesan fries (v)





CONTACT

0161 660 3303 / info@thepenandpencilnq.co.uk

57 Hilton Street, Manchester, M1 2EJ

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, if a minimum spend applies to the booking.

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.

Tickets can only be sold for any events with prior written consent from the venue. If tickets are sold for an event without prior written consent, the event will be cancelled (this cancellation can be before the event or during the event). In the event of a cancellation due to this reason, the deposit and any pre-order payments will not be refunded.