



BREW AND BREW- VENUE HIRE INFORMATION

25 National Circuit, Forrest ACT 2603

1. Overview

1.1 Venue Description

Welcome to Brew and Brew, a contemporary café and bar located in the heart of Canberra. Purposefully designed to balance modern aesthetics with comfort, our venue provides an adaptable and professional setting for every occasion. Whether you're hosting a corporate function, networking event, private celebration, or simply meeting over coffee, Brew and Brew offers a polished environment that leaves a lasting impression.

Our space features sophisticated interiors, comfortable seating, and ambient lighting that create an atmosphere ideal for both business and social gatherings. Supported by a fully equipped kitchen, we offer a flexible menu ranging from light refreshments to refined dining options. Combined with state-of-the-art facilities and versatile floor plans, Brew and Brew is perfectly suited to accommodate meetings, workshops, product launches, and private events of all sizes.

At Brew and Brew, we are committed to delivering excellence through attentive service and seamless event execution. Our experienced team works closely with clients to ensure every detail is tailored to their vision, allowing guests to relax and focus on what truly matters. For an event space that combines contemporary design, comfort, and professional service welcome to Brew and Brew.

1.2 Venue Capacity

- Up to 83 guests
- Flexible layout adaptable for private functions, meetings or celebrations

1.3 Availability

Early or After Hours:

5:30 am – 8:00 am MONDAY-FRIDAY

4:30 pm – 10:00 pm MONDAY-FRIDAY

Full-Day (8 hrs) Hire on Weekends:

6:30 am – 10:00 pm SATURDAY & SUNDAY ONLY

*Please note that bookings on public holidays may incur additional fees.



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2. Costings

2.1 Venue Hire Rates

Weekday Rates (Monday- Friday):

5:30 am – 8:00 am MONDAY-FRIDAY \$165

4:30 pm – 10:00 pm MONDAY-FRIDAY \$350

Full-Day Hire on Weekends:

6:30 am – 10:00 pm SATURDAY & SUNDAY ONLY

Weekend Rates (Saturday- Sunday):

- Half Day (up to 4 hours): \$350
- Full Day (up to 8 hours): \$600
- Evening (5:00 PM- 10:00 AM): \$600

2.2 Additional Costs

- Security Deposit: \$100 refundable
- Cleaning Fee: TBA if required
- AV Equipment Hire: \$150
- Late Night Surcharge: \$200 (for events past 10:00 AM)
- Furniture/Decor Setup Fee: \$150 (if special arrangements or decorations are required).
- Staffing Fee TBA if required (for additional waitstaff, bartenders, or security).
- Damage Fee: Assessed based on any damages beyond normal wear and tear.

2.3 Payment Terms

To secure your booking, a 50% booking deposit is required at the time of reservation, with the remaining balance due 7 days before the event. We offer flexible payment options, including credit card, bank transfer, and cash. Please note that cancellations made within 24 hours of the event will result in the forfeiture of the deposit.



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3. Inclusions

3.1 Furniture and Equipment

- Tables and Chairs
- Bar Stools and High Tables

3.2 Staff

- 1 Bartenders
- 2 Waitstaff
- 1 Event Coordinator (available during the event)

Additional staff available upon request at an extra cost:

- Security Personnel: \$TBA/hour
- Additional Waitstaff: \$TBA/hour

3.3 Catering and Beverages

Our in-house catering team offers a variety of menu options, from canapés to sit-down dinners. We also offer a range of beverage packages, including:

- Standard Beverage Package (beer, wine, soft drinks): \$30/person
- Premium Beverage Package (beer, wine, spirits, soft drinks): \$50/person

Guests are welcome to bring their own cake, with a cakeage fee of \$20. BYO Alcohol is not permitted.

3.4 Décor and Styling

We provide basic décor options, including napkins, and centrepieces, to enhance your event. Clients are welcome to bring additional decorations, as long as they do not cause damage to the venue. Please note that confetti and open flames are not permitted.



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3.5 Entertainment

You are welcome to arrange live music or a DJ for your event, and our sound system is fully equipped to support a range of entertainment options.

4. Booking Process

4.1 How to Book

To book our venue, please contact us via email at hello@thebrewandbrew.com.au or call 02 6169 7475. We recommend scheduling a tour to see the space in person. Once you've confirmed your preferred date, we'll send you a booking form to secure your reservation.

4.2 Terms and Conditions

By booking our venue, you agree to our terms and conditions, which include responsibility for any damage caused during the event and adherence to our cancellation policy. Full terms and conditions can be found below.

Brew and Brew - Venue Hire Terms and Conditions

1. Booking and Payment:

- A 50% deposit is required to secure your booking. The remaining balance is due 7 days prior to the event.
- We accept payments via credit card, bank transfer, or cash.
- Cancellations within 24hours of the event will forfeit the deposit.

2. Damage and Liability:

- The client is responsible for any damage caused to the venue during the event.
- Any damages will be assessed and charged accordingly.



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3. Decorations:

- Basic décor, including napkins, and centrepieces, is provided.
- Additional decorations are allowed, provided they do not cause damage to the venue.
- Confetti and open flames are prohibited.

4. Noise Levels:

- Noise levels must be moderated after 10:00 PM.

5. Catering and Alcohol:

- In house catering can be provided, NO BYO alcohol is permitted.

6. Entertainment:

- Live music or DJ arrangements are permitted. Our sound system can accommodate various entertainment needs.

7. Additional Fees:

- A cleaning fee may apply
- Extra hour charges apply at \$100 per hour

8. Cancellation Policy:

- Cancellations made within 24hours of the event will result in the forfeiture of the deposit.

9. Terms Acceptance:

- By booking the venue, you agree to these terms and conditions.