



Event Terms and Conditions

- Once a date has been agreed for your function a non-refundable deposit of £250 is required to confirm your booking which needs to be paid within two weeks. All deposits are non-refundable. If the deposit is not received, your booking will be removed from the diary and the date may be offered to someone else. Dates cannot be held for more than two weeks without a deposit being paid.
- Guest numbers and catering requirements must be confirmed 10 working days prior to function date along with full payment. We will only cater for the confirmed number of guests in your party or earlier if you choose to do so. If the balance is not paid on time your booking may be removed from the diary. Payment for any additional numbers for catering must be received and payment cleared prior to event date.
- You are required to provide up to date contact information including an alternative telephone number and email address if possible. This will allow us to contact you to confirm arrangements including numbers expected and access on the day.
- Access for contractors will be permitted from 1700hrs unless otherwise agreed by the venue. Please ensure your contractors/entertainers clear any equipment from the venue at the end of the evening. The Bar Manager will confirm the time for last orders and music cessation. Any property stored at the venue on behalf of the client must be collected the next working day by 09:00hrs.
- A bar tab facility is available with pre-authorized amount with a debit or credit card given at the beginning of the evening. A cash bar is available throughout the evening.
- There is an option of purchasing a Bar extension licence to extend your event until 12am, a fee of £100 is required to request & secure this.
- **Smoking**
Smoking and vaping is strictly not permitted in the venue. There is a designated area outside. Any drinks in either bottles or glasses are not permitted to be taken outside/off the front of the premises at any time.
- **Alcohol and drugs**
We operate a zero-tolerance policy with relation to either the taking of or dealing of drugs. Anyone who appears to be under the influence of either drugs or excessive alcohol consumption will be denied access to the venue or ejected from the premises.
- For Health and Safety reasons please refrain from removing footwear whilst on the dance floor, and no drinks in either glasses or bottles are permitted on the dance floor.

- **Underage drinking**
Strictly over 18's ID may be requested. We support a system called Challenge 25: this means bar staff may ask for photographic proof of ID from anyone who appears to be under the age of 25 years of age. Please ensure you let your guests know that they will be required to provide acceptable ID to prove that they are over 18 years of age. Any persons not able to prove their age will not be permitted to purchase or consume alcohol on the premises.
- A £50 breakage/damage deposit is required which can be paid on the day of your function and will be returned at the end of your function providing there has been no damages or breakages.
- There are tables which are available for you to use, you will need to provide your own tablecloths. The venue will provide tablecloths for the buffet table.
- Only food and drink provided by the venue is permitted to be consumed on the premises.
- **Children**
Children are permitted to attend private functions but numbers must be limited for Health and Safety reasons as it is a licensed adult environment. They must be supervised at all times.
- **Decorations**
To prevent any damage to the venue limited decorations are permitted; balloons, flowers and banners are acceptable. We don't allow anything at all to be placed on the walls, but you may affix banners with blu tack or wall tape only. No sellotape or pins are permitted. Party poppers, confetti, confetti balloons and table glitter shapes are not permitted. Battery operated candle lights are acceptable.
- We will not be liable for any incidents or accidents that occur on the premises affecting you or your guests that are caused by you or your guests whether by accident or deliberate acts. You are responsible for any liability claims that may arise from your event.
- Please be advised that we don't have cloakroom facilities. We can offer a cloak rail and cannot be held liable for items lost or stolen whilst attending the venue.
- When hiring the venue for a ticketed or charity event, the nature of the event must be clearly understood by the Events Coordinator.

If you have any queries please call the Events Co-ordinator 07876366245

Client Name

Client Signature

Date/...../.....