### **GENERAL TERMS**

- WE DO NOT TAKE PROVISIONAL BOOKINGS, YOUR BOOKING IS ONLY CONSIDERED CONFIRMED UPON RECEIPT OF YOUR DEPOSIT.
- · DEPOSITS ARE ONLY REDEEMABLE AGAINST YOUR FINAL BILL AND ARE NON REFUNDABLE AFTER YOUR BOOKING.
- · ALL MONEY PAID TO THE VENUE PRIOR TO YOUR BOOKING FOR FOOD AND DRINK IS NON REFUNDABLE.
- · WE REQUIRE ALL PRE ORDERED FOOD AND DRINKS ORDERED NO LATER THAN SEVEN WORKING DAYS PRIOR TO YOUR EVENT. IF FEWER GUESTS ARE TO BE EXPECTED THAN HAVE BEEN ORDERED FOR, THESE MODIFIED NUMBERS MUST BE COMMUNICATED 48 HOURS PRIOR TO YOUR BOOKING OR YOU WILL BE CHARGED IN FULL.
- WE REQUIRE THAT ANY DIETARY REQUIREMENTS ARE COMMUNICATED FIVE WORKING DAYS BEFORE YOUR BOOKING. SHOULD WE RECEIVE LESS NOTICE, WE CANNOT GUARANTEE THAT WE WILL BE ABLE TO ACCOMMODATE YOUR REQUEST.
- YOU MUST NOTIFY US OF ANY INCREASES IN ATTENDEES AT LEAST 48 PRIOR TO THE EVENT WHICH MAY REQUIRE AN ADDITIONAL DEPOSIT TO BE PAID.
- · BILL SPLITTING IS AT MANAGEMENT DISCRETION.
- · If DINING, WE ARE NOT ABLE TO DELAY PRE-ARRANGED FOOD SERVICE TIMES WITHOUT 48 HOURS PRIOR NOTICE AND THIS IS AT MANAGEMENT DISCRETION.
- A £50 DISPOSAL FEE IS PAYABLE IF MANAGEMENT AGREES TO YOU BRINGING A GAS CANISTER FOR BALLOONS UNLESS YOU TAKE THE CANISTER WITH YOU.
- · ALL GUESTS MUST CARRY APPROVED PHOTO ID AT ALL TIMES.
- IF A PARTICULAR TABLE LAYOUT IS REQUESTED, THE PLAN MUST BE SUBMITTED NO LESS THAN FIVE WORKING DAYS PRIOR TO THE EVENT DATE AND WILL ONLY BE GUARANTEED IF APPROVED IN WRITING BY MANAGEMENT PRIOR TO THE EVENT.
- · ANY TASTINGS PRIOR TO YOUR EVENT ARE CHARGEABLE, WEDDINGS ARE THE ONLY EXCEPTION WHO ARE ENTITLED TO ONE FREE TASTING.

- · OCCASIONALLY CERTAIN FOOD AND WINES BECOME UNAVAILABLE AT SHORT NOTICE. IN THIS EVENT, YOU WILL BE CONTACTED TO PROPOSE AN ALTERNATIVE.
- · IF YOU ARE RUNNING LATE FOR YOUR BOOKING, PLEASE CALL US. AMENDMENTS TO AGREED TERMS CANNOT ALWAYS BE CATERED FOR ALTHOUGH WE WILL ENDEAVOR TO ACCOMMODATE AS BEST WE CAN.
- WE ARE NOT RESPONSIBLE FOR ANY PROPERTY LEFT BEHIND AFTER YOUR BOOKING.
- WE DO NOT HAVE A CLOAK ROOM AND ARE NOT RESPONSIBLE FOR ANY COATS OR BELONGINGS LEFT IN ANY OF THE ROOMS DURING YOUR BOOKING.
- WE RESERVE THE RIGHT TO REFUSE ENTRY.
- MANAGEMENT WILL REMOVE ANY GUEST FROM THE VENUE IN ACCORDANCE WITH THEIR RESPONSIBILITIES UNDER THE LICENSING ACT.
- THE POSSESSION OR CONSUMPTION OF ILLEGAL DRUGS IS STRICTLY PROHIBITED, ANY GUEST FOUND POSSESSING OR CONSUMING ILLEGAL DRUGS WILL BE EJECTED AND REPORTED TO THE POLICE.

#### PRIVATE HIRE

- A NON REFUNDABLE 50% OF THE QUOTED MINIMUM SPEND IS REQUIRED TO BE PAID IMMEDIATELY TO SECURE YOUR BOOKING.
- THE MINIMUM SPEND IS TO BE SPENT ON FOOD AND BEVERAGE CONSUMED DURING THE BOOKING. SERVICE CHARGE IS NOT INCLUDED IN THE MINIMUM SPEND AND IS APPLIED AT 12.5%
- · SHOULD YOU NOT REACH YOUR AGREED MINIMUM SPEND, YOU WILL MAKE PAYMENT UP TO THE MINIMUM SPEND BEFORE YOUR BOOKING COMPLETES.
- OUR PRIVATE ROOMS ARE ONLY ABLE TO SERVE A LIMITED SELECTION OF DRINKS, PLEASE LET US KNOW AT LEAST SEVEN WORKING DAYS IN ADVANCE IF YOU HAVE ANY SPECIFIC DRINKS REQUESTS. PLEASE NOTE ONLY THE PARLOUR BAR SERVES DRAUGHT BEER.
- · OUR PRIVATE ROOMS ALL HAVE SOUND SYSTEMS WHICH ARE ON A LIMITER DUE TO LICENSING.

- ANY PROMOTIONS RUNNING THROUGHOUT THE PREMISES AT THE TIME OF BOOKING ARE NOT AVAILABLE TO PRIVATE ROOM BOOKINGS.
- · ANY FOOD OR DRINKS PURCHASED AT ANY OF THE OTHER BARS IN THE VENUE WILL NOT BE COUNTED TOWARDS YOUR MINIMUM SPEND, PLEASE ENSURE THAT YOUR GUESTS ONLY ORDER FROM YOUR PRIVATE BAR(S).
- · ANY TABLE PLANS AND DECORATIONS MUST BE APPROVED BY MANAGEMENT IN ADVANCE.
- YOU ARE LIABLE TO PAY FOR ANY DAMAGE MADE TO THE ROOM/VENUE CAUSED BY YOU OR YOUR GUESTS.
- YOU MUST PROVIDE CREDIT OR DEBIT CARD DETAILS TO MANAGEMENT 48 HOURS PRIOR TO YOUR BOOKING TO SECURE AGAINST ANY DAMAGES CAUSED.
- YOU AGREE TO YOUR CARD BEING CHARGED FOR ANY DAMAGES OR UNSETTLED ITEMS.
- · WE ARE NOT RESPONSIBLE FOR THE SERVICES OF EXTERNAL SUPPLIERS, NOR ANY ADDITIONAL EQUIPMENT REQUIRED.
- YOU MUST ENSURE THAT ANY DELIVERIES SCHEDULED TO ARRIVE AT THE VENUE ARE PRE-ARRANGED AND AGREED WITH MANAGEMENT.

#### **DRINK TABLES**

• OUR DRINK TABLES ARE ONLY A BASE AND WON'T SEAT 50-75% OF PARTY MEMBERS DEPENDING ON THE SIZE OF YOUR GROUP.

#### **BRUNCH TABLES**

• OUR BRUNCH TABLES CAN ONLY BE HELD FOR 2 HOURS IN THE PARLOUR BAR UNLESS OTHERWISE DISCUSSED WITH MANAGEMENT.

Name of booking:
BOOKING DATE:
BOOKING TIME:
Room воокеd:
MINIMUM SPEND:
CARD DETAILS
Name on card:
CARD NUMBER:
EXPIRY DATE:
SECURITY CODE:
POSTCODE CARD IS REGISTERED TO:
I HAVE READ AND AGREE TO ALL ABOVE TERMS & CONDITIONS, AND THAT THE ABOVE CARD MAY BE CHARGED FOR ANY SHORTFALL OF THE MINIMUM SPEND, UNPAID ITEMS OR DAMAGE.
Name:
SIGNED:
DATE: