

## **Private Events - Terms and Conditions**

### **Confirmation**

- Final numbers, food pre-orders, and special dietary/access requirements must be received by the Square at least 5 days in advance.
- All children under 16 must be accompanied by adults at all times
- The Square reserves the right to refuse admittance at all times or to remove any persons whose behaviour is considered inappropriate.

### **Membership**

- All private events bookers must be members of The Square. This membership must be valid at the time of booking. This membership includes a host of benefits and discounts, including discounts in the restaurant and the Berkeley Square Hotel, and access to exclusive member events. Please see our website for more details (<http://www.thesquareclub.com/membership-benefits/>).
- Membership is subject to approval by the committee.
- The first year's membership is taken in an up front payment as part of the deposit. Thereafter it is taken in quarterly payments.
- All members must abide by the rules of the club set out here <http://www.thesquareclub.com/membership/membership-rules/>

### **Deposits and Payment**

- To secure a booking we require a deposit of £100. This deposit will be deducted from the final total on the night, except in the case of cancellations/alterations as mentioned below, or damage to the Square as mentioned below.
- Any outstanding costs must be paid by cash or credit/debit card on or before the date of the event. Invoices are available under specific circumstances, but must be agreed by the Square's manager.
- We operate a £15 minimum spend per head for the minimum amount of guests confirmed at the time the deposit is paid.
- A 12.5% service charge will be added to all bills which include food.
- Corkage is available of sparkling wines only.

### **Cancellations and Alterations**

- All alterations and cancellations must be made in writing to [bookings@thesquareclub.com](mailto:bookings@thesquareclub.com).
- The Square allows for a 10% reduction in numbers up to 7 days prior to your event. Any cancellations made after this will forfeit their deposit. Any cancellations greater than 10% of the initial amount booked will also forfeit their deposit.

### **Opening Times**

- The bar will remain open until 1AM, with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises at this time.
- The Terrace will close at 10PM due to council noise regulations

### **Liability**

- The Square shall not be held responsible for any loss or damage to any property belonging to or brought onto the premises by any person, save as required by law. The Square is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.

- Please remember that we are a Private Members Club and therefore cannot guarantee exclusive use of any area of The Square. We will however make every effort to ensure that no disruption is caused to your event by directing members to areas not currently in use by you or your guests.
- If party numbers are small the Square may use different areas of the Lower Deck Cocktail Bar for different parties – if this happens we will let you know.
- The Square shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event to be interrupted.
- The individual(s) who are named on the Event Sheet will be considered the Client and will be held liable in relation to the booking and any associated costs.
- The Client is responsible for all persons who attend the event and shall be responsible for any damage caused to the venue, its furnishings and equipment. The Client will be made aware no later than 48 hours after the event of any chargeable damage and an invoice will be raised.
- The Square reserves the right to keep the security deposit in the event of cancellation and/or damage.
- The Client shall indemnify The Square, its agents and employees and assigns from all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of the failure of the Client to perform or comply or procure compliance with the terms of their booking and their legal obligations generally.

**With thanks from The Square**