

INFORMATION & TERMS AND CONDITIONS – FOR PRIVATE PARTIES

RESERVING YOUR PREFERRED DATE & DEPOSITS

Once your preferred date has been reserved, your provisional booking can only be held for 14 days. To secure your date an initial deposit is required which is the room hire charge for your chosen room. We ask that you confirm in writing by sending a signed copy of these terms & conditions along with the initial deposit. The deposit will be deducted from your final account. The deposit is non refundable.

SETTLING YOUR ACCOUNT

The outstanding balance is payable two full weeks in advance of the function. Payments by CREDIT CARD will be subject to a 3% surcharge. All prices quoted are inclusive of VAT at the standard rate. There is no service charge, gratuities are left to the discretion of the customer.

Whilst we always try to keep any price increases to the minimum, rises are from time to time inevitable. However we will honour any price quoted unless we give you three months notice of any change. Any changes in prices will be notified to you as soon as possible.

ROOM HIRE CHARGES

The cellar bar: £140 Tuesday to Friday; £180 on Saturday & Sunday

The queens room; £160 Tuesday to Friday; £200 on Saturday & Sunday

Prices apply for either day time or evening functions. An additional bond of £200 is required and is fully refundable after the party, subject to no damage/loss occurring.

Both rooms are available for day time functions from 10am to 5.30 pm and from 7.00pm to 12.30am for an evening buffet/disco. Generally we allow 5 hours for a day time function. Should any longer than 5 hours be required for a day time function a charge of £45.00 per hour or part thereof will be made. Parties arriving earlier than 7.00pm for an evening function will be charged £45.00 per hour or part thereof.

You are now able to book our function rooms on a room-only basis. This means you have the flexibility of providing your own buffet or choosing one of our very sensibly priced menu options. Please note when providing your own buffet, you also need to provide disposable crockery and cutlery & you are required to leave the room tidy & free from any food waste.

CANCELLATIONS

In the unfortunate event that you have to cancel your booking with us please do so in writing. The cancellation policy below will apply.

<i>Date of Cancellation</i>	<i>Cancellation Charge</i>
More than six months before the event is due to take place.	The initial deposit will be forfeit.
Less than one week before the event is due to take place.	The total cost will be forfeit.

In the event of cancellation we will endeavour to obtain another booking for the proposed date of the event. Should we be able to do so we will refund your final payment should you have paid in full, having suffered no loss in business. The initial deposit is non refundable.

Final numbers must be notified to us at least one week before the date of the function. Any reduction in numbers notified to us one week prior to the event will receive a credit to spend behind the bar at the function. For any reduction in numbers after this date no refunds will be given.

Maximum numbers

The queens room - will seat up to 90 persons for a formal dinner only function, up to 74 for a formal dinner with disco and up to 70 persons for a formal buffet meal. For an informal evening buffet/disco it can seat up to 100 persons.

We use a mixture of round and oblong tables to meet our maximum numbers.

The cellar bar - can seat up to 70 persons for a formal dinner function or formal buffet meal. It can seat 120 persons for an informal evening buffet/disco.

DAMAGE & LOSS

Whilst your guests are occupying the property, we ask that you make every effort to safeguard the fixtures, fittings and decorations. Any damaged caused shall be restored by us and the cost incurred will be charged in full to the person(s) in whose name the bookings is made. The stroom restaurant & function rooms cannot accept responsibility for loss or damage to you or your guest's property whilst on our premises.

FOOD & DRINK

Food can be brought onto our premises when agreed in advance on a room hire only situation. No drinks are to be brought onto or consumed on our premises. Any drinks which are found being consumed on our premises will be confiscated and disposed of. We discourage you from bringing your own wine for your function, however should you wish to do so then a £7.00 per bottle corkage charge will be levied for 75cl wine and £11 per bottle for 75cl Champagne or sparkling wine.

CHILDREN'S POLICY

Children are very welcome. They are charged at 50% of the menu price.

Any children attending your function must be supervised at all times, particularly in the corridor & stairs area. We do not accept responsibility for accidents incurred whilst children are unsupervised. Any unsupervised children causing a disturbance may be asked to leave the premises.

ROOM DECORATIONS

We offer the use of tea light candles & beads for the tables free of charge for catered functions, a £20 fee is charged to room only functions should they be requested.

You are welcome to arrange table decorations, banners or balloons for your function. Please make sure they are delivered ready to use. We will make a charge for any decorations that require us to make up.

OPENING TIMES

Bookings can be made during these times - daytime 10am to 5.30pm, evening 7.00pm til 12.30am (bar closes midnight)

DISCO'S / MUSIC

Disco charge is £160. Our DJ's carry a full range of music, should you have any special requests then we will endeavour to obtain it, given sufficient notice. Disco's finish at 12.30am. Karaoke is also available, please ask for more details.

You are welcome to bring your own DJ to your function free of charge, they must bring all their own equipment. If you should require the use of our music/lighting system for your own music/DJ then a £40 fee is charged.

ACCEPTANCE OF OUR TERMS & CONDITIONS

We confirm that we have read and accept the terms and conditions as detailed above.

Date of function.....

Rooms booked.....for day time function or.....for evening function

Signed.....Print name.....

Address & contact tel no.....

Signed.....Print name.....

Parent/Guardian/Person contributing to the cost of the function

Address & contact tel no.....

Signed.....Print name.....

Parent/Guardian/Person contributing to the cost of the function

Address & contact tel no.....