

## Large Group Booking Policy

### Downstairs Evening

There will be a minimum requirement of 50 guests to secure the room booking privately. A maximum capacity of 60 guests is recommended.

Bookings are for a 4.5 hour period to include set-up and vacation procedures specific to the group.

Evening events commence at 7.30pm and finish at 12.00 midnight. Other times may be agreed based on the other bookings that day.

Entry into the room is not allowed until the agreed booking start time and a prompt exit is required at the end of the event in line with the finish time of the booking. (If extra time is needed, then this is to be discussed with the venue and a relevant fee will be applied to the room hire charge and must fit in with the other bookings that day).

A minimum of a 1 hour turnaround is required between all bookings; this is a non-negotiable requirement of the booking.

A £50 room hire charge will be applied on all bookings to be paid alongside the deposit. This will secure the booking and is non-refundable.

**The room hire charge covers the following:**

- Exclusive use of the main restaurant area
- Private use of the main restaurant bar facilities
- Designated staff to facilitate the event and tend to the guests
- Designated staff to set up the room before the booking and to clean down the room after
- Use of the event co-ordinator to communicate the event requirements, and organise and finalise the event details with the hirer

Once a booking has been made and the deposit and room hire charge have been paid, the booking is secured.

In the event of the number of guests falling below the minimum cover of 50 guests, then an additional charge of £25.00 will be applied to the booking to be paid in advance of the event taking place. This will ensure that the private use of the room is secured. Should the event move to our upstairs restaurant, or the upstairs room be subject to use by other customers at the same time, then this extra charge will be waived.

Full confirmation of guests attending the event are to be communicated with the venue a minimum of 24 hours in advance of the event taking place.

All deposits and room hire charges paid prior to an event taking place are non-refundable.

Any reduction in attendees made later than 24 hours prior to the event will be charged in full.

Any non-attendees on the day of the event will be charged in full.

