

TERMS AND CONDITIONS FOR FUNCTIONS AND EVENTS AT THE RECTORY

All functions or events are confirmed only when the Confirmation of a Room or Table Booking Form has been issued. By confirming a booking the hirer accepts the following terms and conditions.

GENERAL

- 1 The function organiser (hirer) should check their confirmation form to ensure all their requirements have been met prior to the date of the function.
- 2 Functions for commercial gain (ie: tickets being sold by the hirer or third party) are not accepted under any circumstances. Such events will be immediately cancelled by us with no notice.
- 3 Functions may be designated to a room "as available" to accommodate other parties and guests in other areas of The Rectory.
Decorations should be agreed in advance, decorations that may damage premises or equipment
- 4 including certain table "confetti" cannot be used. You must check in advance that any decorations you intend to use are acceptable and agree access times for setting up.
Where applicable, private bar facilities are provided on the understanding that the minimum number of
- 5 guests attend the function, facilities may be closed should the number of guests not reach, or fall below, this number at any stage during the function.

PAYMENT

- 6 Events are only confirmed by the payment of the appropriate deposit, we regret that this is usually non-refundable in the event of cancellation or reduction in numbers. Where applicable, a pre-order for meals will also be required for a booking to be confirmed.
- 7 Full payment for room hire and buffets is usually required at least one week prior to the event unless other arrangements have been agreed.
- 8 Payment by cheque is only accepted up to ten days before the event.

NUMBER OF GUESTS

- 9 Limits on capacity are enforced to comply with fire safety and licensing requirements. The capacity of the downstairs restaurant is 60 people, the combined capacity of the downstairs restaurant and lounge is 120
- 10 The hirer confirms that the number of invited guests is as stated on the confirmation form, additional guests may not be accommodated.

DJs & ENTERTAINMENT

- 11 Any entertainment to be provided, such as DJs, must be discussed and approved at the time of booking. You must check your booking confirmation to ensure that any requests for entertainment have been noted and approved. DJs will be limited on volume so as not to disturb guests in other areas of the venue as decided by the manager on duty, this will be enforced throughout the duration of the event, failure to comply with requests to limit volume will result in power to the DJ equipment being cut and in-house music being substituted. DJs must finish at the time the event ends as stated on your confirmation form.

MEALS & BUFFETS

- 12 Pre-ordered meals must be ordered at least five days prior to the event. Failure to provide this may result in the booking being forfeited.
- 13 Failure to provide the necessary pre-orders may result in the booking being forfeited and any deposit paid to be lost.
- 14 Please ensure your party arrive on time : meals or buffets will be delivered at the time agreed on the confirmation form.
Tables will be presented with one bill for payment at the end of the meal, separate bills cannot be
- 15 provided. Payment will be requested for the number of meals booked unless we are advised of a change in numbers before the table is seated.
To comply with food safety requirements all buffet items will be removed from the room after a period of
- 16 one and a half hours for disposal. Due to food hygiene requirements food items cannot be taken away from the premises under any circumstances.