

The Galley Hall

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

Terms and Conditions of Function Room Hire for Private Parties

The Galley Hall's function room is a great venue for private parties, however we do not permit its use for 16th, 18th or 21st birthday celebrations. It is not available for Sunday lunchtimes.

Room Hire Charge

The room may be hired out between 12 noon and 5.30pm or 6.30pm till 12.30am. Each period of hire is subject to a non-refundable Room Charge of £125. Payment of the room charge(s) confirms your booking.

Party Food

A condition of room hire is that The Galley Hall caters for your event with a hot or cold buffet for a minimum of 30 people. You can choose from three different buffets, details of which are found on the attached Buffet Menu.

You may not provide any food of your own with the exception of birthday cakes.

Private Bar

The self-contained private bar within the Function Room provides a wide range of bottled beers and ciders, wine and soft drinks. A good selection of cask ales and draught lagers are available from our main bar.

Unless your celebration is particularly small, we will provide an experienced member of our bar staff to sell drinks to your guests. Last orders are at 12.15am and the bar closes at 12.30am. We would ask that your DJ also finishes at this time and that you and your guests leave the premises by 1am at the latest.

Other

We would ask you not to use party poppers or confetti of any kind. Also some sparkler or fountain-style birthday candles can set off our fire alarm system, so we would ask you to avoid them as well please!

We do not provide music but can recommend a good DJ if required. Andy is contactable on 07886 566844 or Sean on 07921 913319.

I have read, understood and agree to the terms and conditions described overleaf relating to the hire of the Galley Hall function room.

My booking is on _____ (day) _____ (date)

for the purpose of _____ (description of celebration).

I enclose my Room Charge of £125/£250 for the hire period of (please circle where applicable) -

12 noon till 5.30pm

6.30pm till 12.30am

I understand this charge is non-refundable.

I have selected **Buffet A B C** (circle where applicable) for _____ (number of people). I will pay for the buffet on the day of my celebration.

Signature

Name

Address
.....
.....

Landline No.

Mobile No.

Date