

# The Galley Hall

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

## **Terms and Conditions of Function Room Hire for Private Gatherings**

The Galley Hall's function room is a great venue for private gatherings, however 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 £150. Payment of the room charge(s) confirms your booking.

### Food and Drink

Since the Coronavirus Covid19 Pandemic of 2020, the Government has limited private gatherings to a maximum of 30 people. All those attending must remain seated and will receive at-seat service for all their food and drink. A condition of room hire is that The Galley Hall caters for your event. You may not provide any food of your own with the exception of birthday cakes.

All food must be pre-ordered from the list attached.

### Safety

The Galley Hall has adopted a number of measures to prevent the spread of Coronavirus Covid-19 – we have limited table numbers to a maximum of six and removed some tables altogether. Our cleaning routines have been reviewed and all customers are offered anti-bacterial hand gel as they are seated. A full Risk Assessment has been conducted and is available to view by all customers.

To minimise the risk of transmitting the virus, the hirer of the Function Room must confirm and agree to the following:

- For the purpose of the Government's Track and Trace initiative, you can confirm that all your guests are personally known to you, you have all their contact details and you will take responsibility for passing these details on to the authorities in the event of a Covid19 outbreak;
- All guests will remain seated and will receive an at-seat service for their food and drink needs;
- No guests are allowed to wait at the bar;

- Where a buffet is ordered, you confirm that those sharing it are from two households or support bubbles
- No guests will socialise in such a way as to risk spreading the virus or behave in a way that may cause concern to others. The Galley Hall operates a zero-tolerance policy in this regard and your guests may be asked to leave if they cannot adhere to this policy

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

My booking is on \_\_\_\_\_ (day) \_\_\_\_\_ (date)

for the purpose of \_\_\_\_\_ (reason for gathering)

I enclose my Room Charge of £150/£300 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** for \_\_\_\_\_ (number of people).

I have selected **Pre-ordered Menu** for \_\_\_\_\_ (number of people).

I will pay for the food and drinks on the day of my gathering.

Signature .....

Name .....

Address .....

.....

.....

Landline No. ....

Mobile No. ....

Date .....

### **Buffets - £8 per head**

A sharing platter for six where two households or support bubbles are seated together only

Selection of sandwiches  
Chicken goujons  
Spicy samosas  
Mini quiches  
Sausage rolls  
Additional vegan/vegetarian options on request

### **Pre-ordered Menu**

Dining for mixed households, all menu choices to be ordered in advance

#### Starters:

Prawn Cocktail	£6
Breaded mushrooms With garlic dip	£5
Chicken Goujons With barbecue dip	£5
Spicy Crabcakes With Sweet chilli sauce	£5

#### Mains:

Homemade steak and ale pie Served with choice of potatoes and vegetables	£12
Hunters Chicken Served with chips and peas	£11
Scampi, chips and peas	£11
Salmon fillet with sweet chilli sauce Served with new potatoes and salad garnish	£12
Beef lasagne Served with garlic bread and salad garnish	£10
Vegetarian options on request	£10