

The Galley Hall

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

Terms and Conditions of Function Room Hire for Wakes

The Galley Hall's function room is a great venue for Wakes, given its close proximity to Woollensbrook Cemetery Crematorium

Room Hire

There is no Hire Charge for using our Function Room for your Wake. However use of the room is conditional upon the Galley Hall catering for your event. All food must be pre-ordered from the list attached.

Since the Coronavirus Covid19 Pandemic of 2020, the Government has limited private gatherings to a maximum of 30 people and The Galley Hall can safely accommodate that number of people seated at socially-distanced tables within its Function Room.

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 on request.

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; if that is not the case you must order from the pre-order menu attached;
- 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 our policy

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

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

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. A deposit of £100 secures my booking.

Signature

Name

Address
.....
.....

Landline No.

Mobile No.

Date

Buffets - £10 per head

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

Selection of sandwiches

Chicken goujons

Spicy samosas

Mini quiches

Sausage rolls

Additional vegan/vegetarian options on request

Pre-ordered Menu - £15 per head

Dining for mixed households, all menu choices to be ordered in advance. £15 per head for all choices

Homemade steak and ale pie

Served with choice of potatoes and vegetables

Hunters Chicken

Served with chips and peas

Scampi, chips and peas

Salmon fillet with sweet chilli sauce

Served with new potatoes and salad garnish

Beef lasagne

Served with garlic bread and salad garnish

Vegetarian options on request