

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 hire on 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

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

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

Capacity

Our Function Room comfortably holds 80 people standing.

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. When the weather is good our outside bar – The Sapphire Bar – will be open for your guests to use.

Last orders are at 12.15am and the bar will close 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.

Coronavirus Safety

Most UK legislative restrictions have largely been revoked with effect from 19th July 2021. However you should stress to all your guests that, should they have any of the symptoms of coronavirus – eg new cough, temperature or a change to their sense of taste and smell – they should stay away from your event. Likewise, anyone who has been advised to self-isolate because of close contact with someone who has contracted coronavirus should also stay away.

Whilst it is no longer a legal requirement to ‘check in’ to venues via the NHS test and trace app, your guests are encouraged to do this on arrival.

Unless the weather is particularly cold or inclement, we will keep the function room doors to the patio open to improve ventilation which the UK government recommends as an effective way to reduce transmission of coronavirus.

The Galley Hall maintains high levels of cleanliness with tables being regularly cleaned with antiviral sprays. Please remind your guests of the importance of regular handwashing and the use of hand sanitisers.

Please ask your guests to use the serving tools provided when helping themselves to the buffet.

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 £150 / £300 for the hire period of (please circle where applicable) - 12 noon till 5.30pm; 6.30pm till 12.30am; all day and all evening

I understand this charge is non-refundable.

I have selected **Cold Finger Buffet / Hot Buffet** (circle where applicable) for _____ (number of people). I will pay for the buffet on the day of my celebration.

Signature

Name

Address
.....
.....

Landline/Mobile No.

Date