

# *The Galley Hall*

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

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

The Galley Hall's function room is a great venue for private dining, ensuring you and your guests enjoy privacy as you eat together. We are ideally placed to host your special occasion eg a wedding reception or special birthday meal for friends and family.

### ***Room Hire Charge***

There is a non-refundable room charge of £150 and payment of this is required in advance to secure your booking. This payment ensures the function room remains exclusive to you and your guests for an agreed timescale of either 12-5.30pm or 6.30pm-midnight. For all-day celebrations the charge is £300 which will allow you access to decorate and prepare the room for your event.

### ***Private Dining Arrangements***

For large groups the room will be available at no charge but this does not guarantee exclusive use. For groups of 34 and fewer wishing to have exclusive use, our standard room charges apply.

For groups of 35 and more, the room charge is waived but the room is only available for a maximum of three hours from the time of the booking, after which time you may be asked to vacate the room for other bookings. If you require more than three hours, the standard room charge will apply.

A deposit of £5 per head (refundable on the day of your meal) will secure your booking unless you have paid the room charge.

### ***Food and Drink***

Catering for large parties takes some planning and organising so we ask you to make all your food choices in advance. We have a number of great menus to choose from which suit all budgets – Special Occasion Menu, Set Menu and Standard Pre-Order. You and your guests must all choose from the same menu.

If on the day some of your guests are unable to attend, we reserve the right to charge for their meals as ordered.

### ***Capacity***

Our Function Room holds up to 50 people seated.

### ***Waiter/Waitress Service***

As you would expect, your party will be looked after throughout your meal with food and drinks brought to the table by one of our team.

### ***Decorating the room***

If you have paid the room charge, we are happy for you to decorate the room to personalise it for your special occasion. We would ask that you collect all your decorations the

following morning as we don't have much storage space. Unfortunately, we are not able to provide a decorating service for you.

Covering the tables and chairs can transform the look of the function room (see our website for pictures). Covering the tables costs £5 per table, and seat covers are available at a cost of £1 per chair.

### **Settling Up**

You will be given a bill for your food and drink at the end of your meal. We accept cash and most major credit cards.

### **Coronavirus Safety**

Most restrictions have largely been revoked with effect from 19<sup>th</sup> 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.

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I have read, understood and agree to the terms and conditions described 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 *12 noon until 5.30pm; 6.30pm until midnight; all day and all evening* (please circle where applicable). I understand this charge is non-refundable.

I enclose £5 per head deposit (for parties of 35 and more) and confirm my party will vacate the room promptly

I have selected **Special Occasion Menu / Set Menu / Standard Pre Order Menu** (circle where applicable) for \_\_\_\_\_ number of people. I will confirm menu choices at least a week before my booking.

Signature ..... Date .....

Name .....

Address .....

Landline/Mobile No. ....