

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 well-equipped venue for Wakes providing space and privacy for you and your guests to get together after the service. Our patio provides additional seating outside when the weather is good.

Room Hire Charge

The room may be hired out between 12 noon and 5.30pm subject to a non-refundable Room Charge of £100. Payment of the room charge confirms your booking.

Capacity

Our Function Room comfortably holds 80 people standing.

Food

It is a condition of room hire that The Galley Hall caters for your event. Please see attached buffet menu.

Drinks

A 3-litre pot of both tea and coffee is included in the price. Thereafter additional pots are available at £10 per pot. A good selection of spirits, soft drinks, cask ales and draught lagers are available from our main bar. When the weather is good our outside bar – The Sapphire Bar – may be open for your guests to use.

Other

We are happy for you to personalise the function room with photographs and mementoes.

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Most UK legislative restrictions have largely been revoked with effect from 19th July 2021.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)

I enclose my Room Charge of £100

I understand this charge is non-refundable.

I have selected a Wake Buffet for _____ (number of people). I will pay for the buffet on the day

Signature

Name

Address
.....
.....

Landline/Mobile No.

Date