

# 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 our buffet menu for Wakes. Your buffet must be paid for in advance.

### ***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Most UK legislative restrictions have largely been revoked with effect from 19<sup>th</sup> July 2021. However The Galley Hall maintains high standards of hygiene and regularly cleans tables and bars with anti viral cleaners. Please remind your guests of the importance of regular handwashing.

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 understand I must pay for the buffet in advance.

Signature .....

Name .....

Address .....

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.....

Landline/Mobile No. ....

Date .....