

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. For inquiries regarding weddings, please see our separate document – Weddings - Terms and Conditions of Hire 2023.

Our function room is available to book during January, February, March, October and November.

Room Hire Charge

The room may be hired out between 12 noon and 5.30pm or 6.30pm till 12 midnight. Each period of hire is subject to a non-refundable Room Charge of £150. Payment of the room charge(s) confirms your booking. Please note this payment is NOT a deposit.

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 our Buffet Menu. Your buffet must be paid for in advance, at least 48 hours before the date of your event.

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.

Bar

You and your guests will find a wide selection of drinks at our main bar. When the weather is good (or if your party is particularly large) our bar on the patio, "The Sapphire Bar", will also be open for your guests to use.

Last orders are at 11.45pm and the bar will close at midnight. We would ask that your DJ also finishes at this time and that you and your guests leave the premises by 12.30am.

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.

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 midnight; 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 prior to my event but will settle any bar tab on the day.

Signature
Name
Address
.....
.....
.....
Landline/Mobile No.
Date