

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 throughout the year with the exception of the month of December.

Terms and Conditions of Hire

ROOM CHARGE

Daytime hire (12-5pm)	-	£200
Evening hire (6pm-midnight)	-	£300
All day functions	-	£450

FOOD

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 40 people. You can choose from two different buffets, details of which are found on our Buffet Menu attached. You may not provide any food or drink of your own with the exception of birthday cakes.

DRINK

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 outside bar "The Sapphire Bar" will also be open. Last orders are at 11.45pm and the bar(s) 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.

CAPACITY

Our Function Room comfortably holds 80 people standing.

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 two very good DJs - Andy is contactable on 07886 566844 or call Sean on 07921 913319.

PAYMENT

Your booking is confirmed on payment of the room charge and completion and return of the form below. Your buffet must be paid in full 48 hours before your function.

I have read, understood and agree to the terms and conditions described in this document relating to the hire of the Galley Hall function room.

My booking is on _____ (day) _____ (date)

for the purpose of _____

(description of celebration).

- | | | |
|----------------------|-------------------|--------|
| Hire Period required | - 12 noon to 5pm | - £200 |
| | - 6pm to midnight | - £300 |
| | - All day | - £450 |

I enclose my Room Charge and understand this charge is non-refundable. I agree to pay for my buffet 48 hours prior to my booking.

I have selected **Cold Buffet** / **Hot Buffet** for _____ (number of people)

I will settle any bar tab I may have on the day.

Signature

Name

Address

.....

.....

Landline/Mobile No.

Date

Received by Manager

Date

The Galley Hall

Buffet Menu

COLD BUFFET - £15 PER HEAD

- Selection of sandwiches
- Sausage rolls
- Cheese and onion rolls
- Sausages
- Selection of samosas
- Chicken goujons with barbecue dip
- Quiche

HOT BUFFET - £17.50 PER HEAD

- Chilli con Carne or Chicken Curry **
- Hot plain white rice
- Chicken goujons+ with barbecue dip
- Home-made Coleslaw
- Sausages +
- French Bread and Butter
- Selection of samosas +
- Onion bhajis +

Food marked + are served cold

** vegetarian options available on request