

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. The room is available for groups of 24 diners and more.

Room Hire Charge

There is a non-refundable room charge to ensure the function room remains exclusive to you and your guests for an agreed timescale.

For day time use (12-5.30pm) or evening use (6.30pm-midnight) the charge is £150; for all-day celebrations the charge is £300. By paying the room charge you will have access to decorate and prepare the room for your event and guaranteed exclusivity of the room.

Payment of the room charge secures your booking.

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, Sunday Pre-Order 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 brought to the table by our team. Waitress service can be provided for drinks but most of our customers prefer to pay as they go at the bar.

Decorating the room

Please feel free 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

A bill for your food and any drinks will be presented to the organiser for payment at the end of your meal. We accept cash and most major credit cards.

I have read, understood and agree to the terms and conditions 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 have selected **Special Occasion Menu / Set Menu / Sunday Pre Order / 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.