

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 secures 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 attached. Your buffet must be paid for 48 hours 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.

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)

We expect to arrive at The Galley Hall at approximately _____ (time)

I enclose my Room Charge of £100

I understand this charge is non-refundable.

I have selected a Wake Buffet for _____ (number of people) at £13.50 per head.

I understand I must pay for the buffet 48 hours in advance.

Signature

Name

Address
.....
.....

Landline/Mobile No.

Date

The Galley Hall

- Buffet Menu for Wakes -
 - 30 guests or more -
-

- o Chicken Goujons – *served with a barbecue dip*
- o Selection of Samosas - *served with mango chutney*
- o Selection of mini quiches (*vegetarian*)
- o Selection of sandwiches
- o Sausage rolls (or cheese and onion rolls on request)
- o Crisps
- o 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £10 per pot

Prices

We charge £100 for the exclusive use of our private function room.
The buffet is £13.50 per head, minimum order 30. We cater in multiples of 10.

We can also provide Cake (10 slices per cake) for an additional £15 per cake.
Choose from Lemon Drizzle or Almond and Cherry.

Payment of your room fee of £100 secures your booking and your buffet must be paid for 48 hours prior to the date of the wake. Your bar bill may be settled on the day.

For Wakes of 20 guests and fewer please see overleaf

The Galley Hall

- Buffet Menu for Smaller Wakes -
 - Minimum order 20 -
-

- Two platters of mixed sandwiches
- Sausage rolls (or cheese and onion rolls on request)
- Chicken goujons with barbecue dip
- Crisps
- 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £10 per pot

Fixed price £200 payable 48 hours prior to the date of the wake

We can also provide Cake (10 slices per cake) for an additional £15 per cake. Choose from Lemon Drizzle or Almond and Cherry.

You may hire our private function room at a cost of £100, alternatively for smaller wakes we will reserve the Cottage area of the pub for your exclusive use; there is no additional charge for this.