

Gin Library & Dining Room: Terms and Conditions

Please read the following information, we will not accept any bookings without people agreeing to and signing the terms and conditions:

Cost: The cost to hire the Gin Library is £50 Tuesday – Thursday, £100 Friday and Saturday. This is a non-refundable hire fee and covers the private hire and use of the room for lunch or dinner service. **Please note the hire fee is not a deposit.** This hire fee must be paid at the time of booking to secure a date. There is a minimum spend of £1,000 for all bookings £500 of which must be spent on food.

Service: A discretionary service charge of 12.5% is applied to all table service of food and drink. This is discretionary and is shared by all staff.

Bookings: The Sun only considers a booking to be confirmed upon receipt of a completed booking form, signed terms and conditions and payment of the private hire fee.

Facilities: The dining room is upstairs, and due to age of the building, there are no lift facilities. There are private toilet facilities located off the main staircase to the dining room, baby changing facilities are available in the main pub. We also offer a roof terrace for those guests that smoke. Please note children are not permitted on the roof terrace. The dining room is available to hire 5 days a week as follows:

- Tuesday - Thursday 12-5pm and 6pm-11pm
- Friday - Saturday 12 – 5pm and 7pm – midnight

The maximum capacity of the room is 80 people. We can accommodate 40 for a formal sit-down lunch / dinner across 4 tables. When bookings run across lunch and dinner service the minimum spend and hire fee is payable for each booking time.

Food and Drink: There is a private bar upstairs. The bar holds many of the same wines, spirits and soft drinks as the main bar, for the same cost. Please note there is no draught or real ales on the first floor we only provide a bottle bar. All draught lager, cider and ales can be ordered in The Gin Library and are served from our main bar to your guests in The Gin Library. We can create a bespoke offer for special occasions with fine wines to accompany a bespoke menu or cocktails for a drinks party. If you want to bring your own fine wines we charge £20 per bottle corkage and have a maximum limit of 1 case (6 bottles).

Our Chefs have created some fantastic menu's catering for all tastes and dietary requirements from informal party food menus to bespoke dinner menus that can be tailored to your requirements. Sample menus are provided to give you an idea of what we can provide for your special occasion.

If you are booking a lunch or dinner party our dining menu is seasonal and changes regularly so your menu will be agreed with you for your special event. We will email a copy of your menu a minimum of 3 weeks before your event. We will also send you a spreadsheet for you to fill out with your guest names and their order. All food orders must be placed 7 days before your event. Informal party balances must be settled at the time of order. Set menu orders must pay a £10 per head deposit at time of order. **Please note no food or drinks are to be brought onto the premises other than the birthday, christening or wedding cakes.**

Entertainment: The room has a background music system which allows your downloaded spotify playlist to be played through the sonos speakers in the room. All music must be downloaded onto spotify and emailed the week before the private hire. We do not have reliable Wi-Fi to live stream playlists. Karaoke and DJs are not permitted under any circumstances.

Children/Under 18's: Unfortunately, babies, toddlers and children under 18 years of age are not allowed on the premises after 7pm. Children are not allowed to sit at the bar area, be on the terrace or go to the toilet unaccompanied. We expect children to be supervised at all times and respect the room (no climbing on furniture, running around, leaving toys on the floor that can be tripped over etc.) We are happy to provide colouring and board games to help keep children entertained. Please note our staff are here to provide you with food and drink service they are not here to look after or discipline children. We do not accept 18th or 21st birthday party bookings. Anyone who appears under the age of 25 will be asked for ID.

Decorating the Room: There is often more than one function on the day so there is very little time available between events. We recommend dropping decorations off the day before your event. Unpermitted items:

- **Party poppers**
- **Glitter, Feathers**
- **Table confetti or confetti / glitter balloons**
- **Posters, photographs and banners/bunting stuck onto ANY walls**

Helium balloons work well, please note we do not have time to blow up balloons or put up your decorations for you. If you are hiring a company to install a balloon arch or flower wall this must be set up in the 1 hour window before your private hire and removed in the 1 hour window after your private hire. **If this term and condition is ignored and there is damage or excessive mess to the room there is a £100 fine.**

Unacceptable Behaviour/Damage to Property: If any guests attending the party behave in a manner which we deem unacceptable they will be asked to leave, if they refuse we will stop the party. If any unlawful acts, including breaches of licensing laws, occur the party will be stopped. We have a zero tolerance policy on drugs, unacceptable and threatening behaviour.

You assume responsibility for damage caused by your guests, whether in the dining room or in any part of the building and undertake to make good or pay restitution for any material damage of furniture, fixtures or equipment.

All equipment and property brought into The Sun is done so at people's own risk. CCTV is in operation in the dining room and throughout the premises at all times.

The management of The Sun have the right to stop the party at any time and ask all customers to be respectful of our neighbours when leaving. The roof terrace is only open up to 10.30pm and from 10pm door and windows are kept closed to minimise noise to our neighbours.

Payment: All informal party food must be paid for a minimum of one week in advance. All other food orders must pay a £10 per head deposit a minimum of one week in advance. All accounts should be cleared on the day or before the day of the booking by cash or card. No refunds will be given and the amount cannot be carried over to another event. All payments should be made into the business account as follows: **BANK: HSBC / ACCOUNT NAME: HAIR OF THE DOG LTD / NUMBER: 32149834 / SORT CODE: 40-43-26 / REF: surname**

Cancellation Policy: The private hire fee is not refundable. There is no cancellation fee provided the booking is cancelled in writing not less than 4 weeks prior to the event. Cancellation received in writing less than 4 weeks prior to the booking will incur a £500 charge if the room is not re-booked. If any guests are unwell, unable to make the event or if you have any last minute changes, they need to be made at least 48hrs before your event and will only be accepted under our discretion. Unfortunately, any changes to guests orders made after this time will result in their deposit being forfeited.

Disclaimer: It is the responsibility of the party organiser to ensure that all attendees abide by the terms and conditions. **And finally...** We want you to have fun our terms and conditions are set out for a reason – To ensure a safe and enjoyable event for you, your guests and the team at The Sun. If you have any questions, queries or special requests please contact us and we will do anything within our power to help make them happen.

I have read and agree to the terms and conditions of hire:

Signed:

Date:

Contact Email:

Contact Mobile Phone Number:

Contact Home Number:

Date and Type of Event:

Hire Fee Paid:

Date: