

The  
 **LD SHIP W6**  
Pub & Dining

## Booking Terms and Conditions

### General

The rates advertised include exclusive use of the respective room or area between the agreed times, staffing and reasonable cleaning. VAT inclusive. The use of venue equipment is provided free of charge and the management will make every effort to ensure all equipment is working correctly. The customer will be responsible for the disposal of any materials not supplied by the venue; there are no storage facilities for any customer materials or equipment on site.

The decision to accept reservations for exclusive use is solely that of the management and depends upon the venue's other commitments and the suitability of the potential events. Where an event involves any trading by the customer, including entrance fees, this must be declared by the customer at the time of booking.

### Deposits and Payments

Payment of the appropriate hire charge will be required to confirm a reservation along with acceptance of these terms and conditions. Buffets and pre-order drinks requirements should be ordered no later than eight days prior to the event. Orders may still be possible after this time but the management may not be able to offer the full menu range. A payment of 50% of the total value of all food pre-orders is required at the point of booking. Advanced payments will be held as a deposit and redeemed against the total bill. The balance of all pre-ordered goods and services must be paid for at the start of the event upon which a VAT receipt for the full amount will be issued. All additional goods and services must be paid for in full on the day of the event at the point of ordering. A 'tab' may be set up on request to the management at the start of the event, which must be settled in full at the end of the event. With the sole exception of celebration cakes, no food or drinks other than those supplied by the venue may be consumed on the premises. A minimum spend may be set by the management and agreed by the customer. This amount must be paid to the venue in full.

### Amendments

The management may at their discretion accept amendments to the reservation. Changes to timings may result in additional charges and the date of the reservation may not be changed. Changes to pre-ordered food and drink will be allowed eight days prior to the event and catering deposit will be applied to the revised order. Eight days before the event, numbers will be considered final and the value of all pre-ordered goods will be charged for on the date of the reservation.

### **Cancellation**

The customer may cancel the event at any time in writing. Up to six weeks prior to an event, advanced payments may be transferred once only to a new reservation within two months of the original date; if the customer does not wish to transfer the deposits then no refund will be due.

Where a cancellation is made within six weeks of the event, advance payments are only transferable to an alternative date at the management's sole discretion. If the cancellation is made eight days or less before the event, the full session rate and the total value of all pre-ordered goods and services will be payable.

The management may cancel a reservation without penalty or refund of payments made if in their sole opinion (i) the event may prejudice the venue's reputation (ii) amendments made to the reservation particulars or the numbers attending would prevent its effective running (iii) the customer is in arrears for any payment due to the venue (iv) the management becomes aware of any significant change in the customer's financial situation which may be reasonably expected to affect his ability to pay any amounts which will fall due under the reservation (v) the customer does not fulfil any of their obligations under these booking terms and conditions.

### **Entertainers & Third Parties**

The customer may supply their own DJ who will need to bring their own equipment. A small amount of compact disco lighting may also be brought along. Management will have ultimate control of the volume. The customer must advise the management of all plans for entertainment and third party services at the time of booking. All entertainment will cease when the bar closes in line with licensing obligations.

### **Licensing**

Children under eighteen years of age will be permitted within the premises although may not consume alcohol. The venue has a zero tolerance policy in respect to the misuse of drugs; anyone found using controlled substances on the premises will be excluded and the police will be called. Gambling is not permitted on the premises. The customer will be responsible for the conduct of their guests and the management is required by law to suspend service to the entire party should one member of the party's behaviour be considered disorderly. For certain events the management may insist upon the provision of door staff; this will be treated as a third party service. The door staff will be registered with the SIA and will act in the interests of the venue.

Upon payment of room hire charge you are accepting  
our booking terms and conditions.

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