Est 2013
THE CULCHETH ARMS
Restaurant & Bar

Event Room Hire

Terms & Conditions

The Culcheth Arms - Event Room Hire Agreement

Thank you for considering The Culcheth Arms for your event. To ensure that every event runs smoothly and that all guests enjoy their experience, the following terms and conditions apply to all private room hire bookings.

1 Room Hire Fees

The following minimum hire fees apply to our main event room:

Friday & Saturday:
Minimum hire fee of **£450**.

Sunday:
Minimum hire fee of **£800** for all-day hire.

- Room hire fees are subject to confirmation at the time of booking.

The minimum hire fee is payable regardless of the final number of guests attending or the amount spent during the event, unless otherwise agreed in writing by management.

Any additional requirements or services outside the agreed booking may incur extra charges.

2 Booking Confirmation & Deposits

- All room hire bookings must be confirmed with a member of management.
- A booking deposit may be required to secure the event date.
- Dates will not be guaranteed until the required deposit has been received.
- Any outstanding balance must be paid by the agreed date before the event.
- The person making the booking accepts responsibility for ensuring all payments are made on time.

3 Cancellations & Refunds

- Any cancellations must be communicated directly to management in writing.
- Deposits may be non-refundable in the event of cancellation.
- Cancellation charges may apply depending on how much notice is provided.
- If The Culcheth Arms has to cancel an event due to unforeseen circumstances, any payments received will be refunded.

EVENT ROOM HIRE

Planning your event

4 Event Timings

- Access times and finishing times must be agreed with management before the event.
- The room must be vacated by the agreed finishing time.
- Any extensions to the agreed hire period must be approved by management and may incur additional charges.
- All entertainment and music must finish at the agreed time.

5 Decorations & Room Setup

- Decorations must be approved by management before the event.
- No decorations may be attached to walls, ceilings or fixtures using nails, screws, staples or damaging adhesive.
- Confetti, glitter, party poppers and similar materials are not permitted unless agreed in advance.
- Any decorations or personal belongings must be removed at the end of the event- this includes but is not limited to- balloons, posters & photographs and prop items.
- The room must be left in a reasonable condition following the event.

6 Food & Drink

- All food and drink arrangements must be agreed with management in advance.
- Outside food and drink are not permitted without prior written permission.
- No alcohol purchased elsewhere may be brought onto the premises.
- Any agreed catering arrangements must be confirmed before the event.
- All drinks must be purchased through The Culcheth Arms unless otherwise agreed.

7 Entertainment & Music

- Any DJs, bands or external entertainers must be approved by management.
- Entertainment must comply with the venue's licensing conditions.
- Noise levels must remain within acceptable limits.
- Management reserves the right to request that music or entertainment is reduced or stopped if necessary.

EVENT ROOM HIRE

Responsibilities & agreement

8 Damage & Breakages

- The booking organiser is responsible for the conduct of their guests.
- Any damage to the room, furniture, fixtures, fittings or other venue property caused during the event may be charged to the booking organiser.
- Any excessive cleaning required following an event may incur an additional charge.
- The Culcheth Arms accepts no responsibility for personal belongings left on the premises.

9 Guest Behaviour & Responsibilities

- The booking organiser is responsible for ensuring guests behave appropriately throughout the event.
- The Culcheth Arms reserves the right to refuse entry or remove any guest displaying unacceptable, aggressive or disruptive behaviour.
- Underage drinking and the supply of alcohol to anyone under the legal drinking age are strictly prohibited.
- Management reserves the right to end an event early if behaviour puts guests, staff or the premises at risk.

10 Health, Safety & Licensing

- All guests must comply with venue health and safety requirements.
- Fire exits and access routes must remain clear at all times.
- Smoking and vaping are only permitted in designated areas.
- The venue reserves the right to make reasonable adjustments to event arrangements to comply with licensing, safety or legal requirements.

11 Management Rights

The Culcheth Arms reserves the right to:

- Refuse any booking at its discretion.
- Amend event arrangements where reasonably necessary.
- Stop an event where these terms and conditions are breached or where safety, licensing or the wellbeing of guests and staff is at risk.

12 Agreement

By confirming a room hire booking, the booking organiser acknowledges that they have read, understood and agreed to the above terms and conditions.