

## **Private Events 2023/2024 - Terms and Conditions**

### **Confirmation**

- The individual(s) who are named on the booking will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Minimum spends will be confirmed in writing by a member of The Square events team; 50% of which must be spent on food for the hire of the Lower Deck Cocktail Bar and Terrace. The Client may be liable to make up the difference, if the minimum spend is not met.
- Unless confirmed with a deposit, all bookings are provisional and may be cancelled.
- Final numbers, food pre-orders, and special dietary/access requirements must be received by the Square at least 14 days in advance.
- Children under 16 must be accompanied by adults at all times.
- The Square reserves the right to refuse admittance at all times or to remove any persons whose behaviour is considered inappropriate.

### **Membership**

- All private events bookers must be members of The Square. This membership must be valid at the time of booking and at the time of the event.
- Membership is subject to approval by the committee.
- An event is not confirmed until both the deposit and membership application form have been received and approved.
- Members may be asked to provide a guest list at least 72 hours prior to your event
- Members guests will be granted access and hold a temporary membership to the Square for 24 hours only.
- All members must abide by the rules of the club set out here <http://www.thesquareclub.com/membership/membership-rules/>

### **Deposits and Payment**

- To secure a booking we require a deposit. The deposit amount will be confirmed in writing ahead of the event.
- This deposit will be returned after the event, except in the case of cancellations/alterations as mentioned below, damage to the Square as mentioned below, or failure to hit the specified minimum spend (where applicable).
- It is the responsibility of the Client to initiate the return of the deposit via communication with the events team. This can be claimed up to a month after the event,
- If the minimum spend is not reached on the night, the client is then liable to pay to make up the difference. This will include the deposit, plus the remaining difference (if applicable).
- The details provided to pay the deposit may be used to charge any outstanding amounts related to your event.
- The remainder of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer at least 7 days before the date of the event.

- A 12% service charge based on the main meal will be added to party bills up to a maximum of £175.

### **Cancellations and Alterations**

- All alterations and cancellations must be made in writing by replying to the confirmation email.
- The Square Club can only guarantee the space for the number of guests the deposit has been paid for. An increase in number must be confirmed in writing by The Square Club, per the venues availability.
- In the event of cancellation prior to the pre-order deadline, both the deposit and membership are non-refundable.
- In the event of cancellation within 14 days of the event date, the full balance is due as a cancellation due.
- Any reduction in numbers within 7 days of the Client's booking will result in a loss of all monies paid and cannot be transferred to make other purchases.
- In cases of sickness refunds are only applicable if government restrictions are in place.

### **Food and Beverage**

- Food pre-orders, and special dietary/access requirements must be received by the Square at least 14 days in advance.
- It is the clients responsibility to disclose any dietary requirements on the pre-order, at least 14 days in advance of the booking.
- If the Client has not submitted a pre-order within the time frames given a menu will be chosen on their behalf.
- Corkage is only available, subject to approval by the Operations Manager, during the day in the Square Kitchen and Lounge, and not during evening parties or in the Lower Deck. This will be subject to a per bottle charge.
- No external food is permitted in the venue, unless with prior agreement from Operations Manager. In the case that this has been agreed, an allergen matrix must be provided 14 days in advance and there will be supplement charge.

### **Venue policies**

- The Lower Deck closes at 12AM (Fri-Sat), 10:30PM (Sun) and 11PM (Mon-Thur) with a 20 minutes 'drinking up time'. All guests will be requested to leave the premises at this time.
- The Terrace closes at 10:30PM everyday (due to noise regulations).All guests will be requested to leave the premises at this time.
- The Terrace will close at 10:30PM due to council noise regulations.
- 18<sup>th</sup> birthday parties are not permitted.
- The Square may take photographs of all parties and is entitled to use these images for promotional purposes, unless specified in writing by the booker in advance in advance of the booking.
- Any décor planned in the venue must be disclosed prior to the booking. No décor that causes long term damage to the venue is permitted (including, but not limited to, confetti, blu tac,,)

### **Music**

- Background music can be arranged via our SONOS system, this is only compatible with a Spotify playlist from the booker.
- DJ's can be arranged for the Lower Deck, timings are as follows: (Sun-Thur) 10PM finish, (Fri-Sat) 12AM finish. Live bands are not permitted.
- Bank Holiday Sundays: DJs are permitted until 11pm.
- Bands are not permitted in the venue.

### Liability

- The Square shall not be held responsible for any loss or damage to any property belonging to or brought onto the premises by any person, save as required by law.
- The Square do not exclude or limit in any way The Square's liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation; or for breach of your legal rights in relation to the services.
- The Square not liable for business losses. The Square only supply the services for domestic and private use. If you use the services for any commercial, business or re-sale purpose we will have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.
- The Client is responsible for the collection of all belongings within 48 hours of the event. After this time The Square reserves the right to dispose of uncollected items.
- The Square shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event to be interrupted.
- The Client is responsible for all persons who attend the event and shall be responsible for any damage caused to the venue, its furnishings and equipment. The Client will be made aware no later than 48 hours after the event of any chargeable damage and an invoice will be raised.
- The Square reserves the right to keep the security deposit in the event of cancellation and/or damage.
- The Client shall indemnify The Square, its agents and employees and assigns from all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of the failure of the Client to perform or comply or procure compliance with the terms of their booking and their legal obligations generally.
- The Square may take photographs of all parties and is entitled to use these images for promotional purposes.