



Weddings 2024/25 - Terms and Conditions

Confirmation

- The individual(s) who are named on the Event Sheet will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Final numbers, food pre-orders, and special dietary/access requirements must be received by the Square at least 2 weeks 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 wedding bookers must be members of The Square. This membership must last for a minimum of 1 year and must be valid at the time of the wedding.
- Membership payment is required at the point of booking to secure the date.
- If the wedding date is further than 1 year in advance, the couple may choose when to start the membership, provided it is valid for the date of the wedding.
- Membership is non-refundable.

Deposits and Payment

- To secure a booking we require a deposit of £500.
- This deposit is non-refundable.
- The deposit is returned post-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).
- The collection of deposits is the responsibility of the Client, and can be claimed up to a month after the event.
- 50% of the total balance must be paid no later than 3 months prior to the wedding by cash, credit/debit card or bank transfer.
- The remaining balance of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer two weeks before the date of the event. Any further costs to be settled on the evening.
- Any payments made are non-refundable but will be deducted off the final bill.
- A £7.50pp service charge will be added to wedding and party bills, which goes to the staff.

- 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.
- Alcoholic favours have a corkage of £2 per person for up to 50ml.

Cancellations, Alterations and Postponements

- All cancellations, alterations, and postponements must be made in writing in response to the confirmation email.
- In the event of cancellation over 3 months until the date of the wedding, the deposit and membership fee is non-refundable.
- In the event of cancellation less than 3 months prior to the wedding date, the required 50% payment of balance will be retained by The Square as a cancellation fee, along with the deposit.
- In the event of cancellation less than 3 months prior to the wedding date, where the 50% payment of balance has not yet been made, and this fee is due instead as a cancellation fee. This must be paid in full to The Square within 1 month of notifying The Square of your decision to cancel, or else must be made ahead of the wedding date, whichever date falls soonest
- At our discretion, a wedding date can be postponed within 6 months of the original date.
- If you decide to postpone your wedding to a different date, your deposit and 50% payment of balance can be transferred to hold and pay for your new date, providing this new date is within 6 months of the original date.
- If you decide to postpone your wedding and have not yet made your 50% payment of balance, this will be required along with your deposit in order to hold and pay for your new wedding date. In such an event, this 50% payment of balance must be made in full to The Square within 1 month of notifying The Square of your decision to postpone.

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.
- Alcoholic favours have a corkage of £2 per person for up to 50ml.
- Cakeage is available subject to approval of Operations Manager. An allergen matrix will need to be provided 14 days in advance. We have a cakeage fee of £2 person.
- 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 bar is open until 12AM Friday - Saturday. 10:30PM Sunday and 11PM Monday - Thursday, with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises at this time.
- The Terrace will close at 10:30PM due to council noise regulations.

Music Times

- Background music is permitted until bar closure.
- Sunday - Thursday: DJs must not play after 10PM.
- Fridays and Saturdays DJs are permitted until 12AM.
- Bank Holiday Sundays: DJs are permitted until 11PM.
- Live Bands 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 approved by the events team prior to the wedding. .

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 3 working days 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.