

## Private Events 2022 - 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.
- 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 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.
- Please note that an event is not confirmed until both the deposit and membership application form have been received and approved.
- Members are required 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.
- If you wish to cancel your membership after this point please email [events@thesquareclub.com](mailto:events@thesquareclub.com). Any cancellation requests must be received at least three months before the next payment is due, otherwise you may be charged.
- 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 of £200. 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).
- 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 collection of deposits is the responsibility of the Client, and can be claimed up to a month after the event.
- The remainder of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer at least one week before the date of the event.
- A 10% service charge based on the main meal will be added to party bills up to a maximum of £150.
- 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.
- If a green room is required, room 3 of the hotel, adjacent to the bar, will be bookable for a day hire fee of £60.

### **Cancellations and Alterations**

- All alterations and cancellations must be made in writing to: bookings@thesquareclub.com.
- In the event of cancellation, both the £200 deposit and membership are non-refundable.
- In the event of cancellation within 2 weeks of the event date, where the pre-payment balance has not yet been made, this amount is due instead as a cancellation fee. Where this has been paid, this will be retained as a cancellation fee.

### **Opening Times**

- The bar will remain open until 12AM, 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 the closing time.
- Sunday – Thursday: DJs must not play after 10pm.
- Fridays, Saturdays: DJs are permitted until 12am.
- Bank Holiday Sundays: DJs are permitted until 11pm.

### **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 is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.
- 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.