



Christmas 2023 - Terms and Conditions

Confirmation

- The individual(s) who are named on the booking confirmation will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Final numbers must be received by the Square at least 28 days in advance.
- Food pre-orders, and special dietary/access requirements must be received by the Square at least 21 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.

Deposits and Payment

- To secure a booking we require a deposit of £10 per person. This deposit will be taken off your final bill, 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 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 on food will be added to the bill.

Cancellations and Alterations

- All alterations and cancellations must be made in writing by replying to your confirmation email.
- Deposits are non-refundable in the event of cancellation.
- Final numbers must be received by the Square at least 28 days in advance.
- Any changes in numbers within 28 days and 7 days of your booking will result in a loss of the relevant £10 per head deposits. Prior to this, deposits are redeemable against the booking.
- Any changes 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 & Beverage

- Food pre-orders, and special dietary/access requirements must be received by The Square at least 21 days in advance.

- When selecting dishes, it is The Client's responsibility to select dishes that are suitable for their dietary requirements.
- If the Client has not submitted a pre-order within the time frames given a set meal will be served.

Venue policies

- The bar will remain open until 11pm on Sunday, 12am Monday – Wednesday and 1am Thursday - Saturday with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises at this time.
- The Terrace/Secret Garden will close at 10.30pm Sunday-Tuesday and 12am Wednesday – Saturday due to council noise regulations.
- The Square may take photographs of all parties and is entitled to use these images for promotional purposes.
- If the Client is late for the booking the amount of time the Client has on the table will be reduced.

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.