

## Private Dining 2026 - 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. 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

- The Square Club is a private members club. Non-members are able to dine with us; group dining is permitted without a valid membership. Hosting a group dining event does not entitle you or your guests to membership benefits at The Square Club.

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### 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.
- We believe in clear and transparent pricing, so do not include Service Charge. Should you wish to recognise excellent service on the day, gratuities are entirely at your discretion and are always appreciated by our team.

### 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.
- If your numbers reduce below 30, you will no longer have exclusive use of the Square Kitchen and the restaurant will reopen to other groups. This is regardless of the minimum spend being met.

### **Food and Beverage**

- Food pre-orders, and special dietary/access requirements must be received by the Square at least 14 days in advance.
- Pre-orders must be completed via our online form.
- When selecting dishes, it is The Client's responsibility to select dishes that are suitable for their dietary requirements.
- 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 Square Kitchen will remain open until 11pm, with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises at this time.
- 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 Times**

- Only background music is allowed in the Square Kitchen through SONOS. Only compatible with a Spotify playlist from the booker.

### **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.