

# McGovern Park - Hire Price List

Hire fees include regular function furniture (round tables / trestle tables / banqueting chairs / lounge furniture), free Wi-Fi, air conditioning, stage if required, use of media equipment (giant projector screen, TVs, microphones, speaker system), bar/ catering staff within regular hours and includes service charge fees.

Emerald Function Hall - £400

Emerald Lounge - £300

Both Emerald Rooms together - £700

Members Bar - £100 (not guaranteed exclusive hire)

Pasture - £600 (Includes a mobile bar set up)

Meadow - £800 (Includes a mobile bar set up)

Hire fees are for a period of up to 6 hours between 9am – midnight / 1am

Security x 2 SIA stewards for 6hrs £300 (compulsory for 16<sup>th</sup>, 18<sup>th</sup> & 21<sup>st</sup> birthdays)

Table Linen hire - £9 per cloth – any colour

Chair cover hire - £2 each – white only

‘Starlight’ curtain hire - £300

Corkage fees: Wine £9 per bottle

: Prosecco / Cava - £12.50 per bottle

: Champagne - £15 per bottle

Food tastings £50 for up to five dishes, maximum 2 main courses & 3 starters. We do not do tastings for desserts. Only available for bookings of 100+ guests. If you decide to go ahead with the booking this will then be deducted from your room hire fee.

Film crews & Professional Photography shoots - £100ph 8am – 8pm / £200ph 8pm – 8am

# Please read our terms and conditions

1. In order to secure the booking, a **non-refundable deposit** of 50% of the hire fee is required.
2. Full settlement of all payments relating to the Event (room hire, table cloths food etc) is required at least 14 (fourteen) days prior to the commencement of the Event at the very latest.
3. If the Client does not settle outstanding payments a minimum of 14 days prior to their event then VVM reserve the right to cancel their booking. The Client will not be entitled to any refund or compensation.
4. If the Client makes a booking but fails to attend of the event they are not entitled to any refund and the Client will be required to cover all costs in full.
5. If the Client cancels for ANY reason less than 14days ahead of the event they are not entitled to any refund and the Client will be required to cover all costs in full.
6. If the Client cancels more than 14days ahead of the event they will be refunded for pre-ordered food and drink costs only. They will still be liable for the full room hire cost.
7. In the event of a cancellation more than 60days in advance of the booking we will issue a refund less their deposit.
8. In the event of a cancellation more than 90days in advance of the booking we will issue a full refund.
9. It is agreed that no compensation will be payable by VVM in the event of cancellation or curtailment or other reduction in scope, size or duration of the Event.
10. Any food & beverage requirements must be ordered through Veritable Venue Management Ltd (VVM) and supplied by their in-house caterers. The Client is not permitted to bring any food, external caterers, snacks or any beverages into the premises. The only exception to this is a celebration cake and baby food.
11. Clients must inform VVM of any food allergies for their guests when placing their food order.
12. It is a legal requirement that food, such as a buffet, cannot be left out for more than 2hrs. Please let us know in advance if you wish to take home any leftovers so they can be refrigerated. Any food not taken away after the event will be disposed of.
13. The client is welcome to decorate the room but must not stick, glue, blu-tac, pin or nail anything to our walls or bar. Hooks are available to hang decorations, Balloon decorations are welcome but please take your helium canister with you or you will be charged a £50 disposal fee per cannister.
14. Smoke machines, incense or anything with a live flame is not allowed as this will set off the fire alarm.
15. VVM requires that the Client provides details of the suppliers of any inflatables, rides, activities or related equipment. All suppliers must have public liability insurance to a minimum liability of £5,000,000 with a reputable insurance company to cover the usual risks that may be associated with such activities, apparatus, materials and substances and their use. The Client must ensure they have approved a true copy of the insurance policy from their supplier and any relating schedules and risk assessments or PAT certificates for any electrical equipment prior to the Event.
16. The Client indemnifies VVM against any liability for any incident arising from the use of, misuse of, or malfunction of any hired equipment.
17. It is the responsibility of the Client to **ensure children are supervised at all times**. Children must remain within the hired room / area with their parent / guardian. Any child found unsupervised will be sent home as soon as the parent / guardian is located. Children should not be on the premises after 7pm.
18. For 16<sup>th</sup>/17<sup>th</sup>/18<sup>th</sup>/19<sup>th</sup>/20<sup>th</sup>/21<sup>st</sup> Birthday parties parents and a minimum of 2 SIA qualified bouncers must be present from the start until the last guest leaving.
19. School proms must have 2 SIA qualified bouncers a minimum ratio of one teacher or parent to every 10 children to supervise the event and make sure they stay within the event room.
20. VVM reserve the right to insist on having SIA qualified bouncers at any event we deem necessary. This will be at the cost of the Client.
21. VVM's licensing hours are 11.00 – 24.00 from Sunday to Thursday and 11.00 – 01.00 on Fridays & Saturdays. The bar will close half an hour to an hour before closing to allow time for guests to vacate the premises.
22. VVM reserve the right to close the bars and ask guests to leave the premises if there is any kind of violence or disorder. The Client will not be entitled to any refund or compensation.

23. If required, VVM's premises licence holder can apply for a TEN if notified not less than 8 weeks prior to the Event. The application fee of £50 must be paid prior to any application being made. VVM gives no assurance that such an application will be successful and will have no liability to the Client in the event that the application is unsuccessful. If the application is successful there will be an added charge of £150 for Mondays to Fridays, £200 for a Saturday or Sunday and £300 for Bank Holiday to cover additional staff costs.
24. Any damage to the venue, equipment or fittings, including causing the lift to malfunction, caused by the Client or their guests, children or suppliers will be charged to the Client,
25. Clients may not purchase alcohol for consumption by guests under the age of 18, any under 18yr old guests found consuming alcohol will be asked to leave the premises immediately.
26. Any Clients or guests consuming illegal substances on the premises will be asked to leave and may be reported to the police.
27. VVM reserve the right to confiscate any food, drink, drugs, weapons or offensive item that is brought onto the premises. If relevant, such items will be handed over to the police.
28. CCTV is in operation at the venue, due to GDPR regulations this cannot be shared or viewed by Clients or their guests, however, if requested it will be shared with the police.
29. All customers must abide by any Government COVID 19 rules (wearing masks, social distancing etc) in place at the time of the event, any guests that breach COVID 19 safety rules will be asked to leave the premises.
30. It is recommended the Client takes out event insurance.
31. The Client agrees to indemnify VVM against any claims, actions, losses, damages or costs made against and/or incurred by VVM arising out of such activities, apparatus, materials and substances or their use by the Client's suppliers or guests.
32. VVM accepts no liability for any loss, damage or injury caused by any use of the facilities outside their normal use and purpose, or contrary to any instructions provided by employees of VVM on the day of the Event.
33. VVM accepts no liability for any loss or damage to any vehicles parked outside the premises. Vehicles are not to be left on the premises overnight.
34. VVM accepts no liability for any loss or damage to personal belongings, or loss or damage to equipment or decorations set up prior to an event and left unsupervised unless security has been booked through VVM to protect such items. Equipment cannot be stored at the venue. All equipment and decorations must be removed at the end of the event. Anything left behind may be disposed of.
35. If the event has to be cancelled because of new COVID19 regulations the Client can reschedule their booking for a later date. If this is not possible VVM will refund the deposit.
36. We regret that NO DOGS can be brought into the building except guide dogs. **Dogs outside must be kept on leads and under control at all times.**
37. In the event of an emergency, VVM has a defibrillator located in the Sports Bar.
38. First Aid boxes are located in each bar and the kitchen.
39. The breach of any of the aforementioned conditions may lead to the immediate termination of the agreed Event. The Client will not be entitled to any refund or compensation.
- 40. Placing a booking with VVM will be taken as your acceptance of these terms and conditions.**