

**The Function Room is available for use for functions and private parties 7 days a week.**

**Licensing Hours**

Sunday to Thursday	1200hrs to 2300hrs
Friday & Saturday	1200hrs to 0000hrs

The room is available earlier in the day for meetings and conferences.

1. The area of the room is 11 metres by 5.5 metres and has a bar offering a full range of draught beers, wines, spirits, soft drinks and alcopops. Tables and seating can be arranged for a sit down meal for up to 45 people, the room capacity is 85. The room can be laid out for buffet or conference/meeting.

2. The hirer is personally responsible for reimbursing The Cross Hands with the full cost of making good any damage to any fixtures or fittings anywhere within The Cross Hands that is caused by any person attending the function (either accidental or otherwise).

3. The Hirer is personally responsible for the behaviour of all persons attending the function.

4. There are catering facilities on site so we can provide a range of buffets or sit down meals. Please ask for further details.

5. Some people prefer to cater their own events. We permit this subject to a £75 charge, for which we provide plates, cutlery, napkins and clean up at the end. You are free to bring celebration cakes or baby food.

6. If we agree you can provide your own food then you are solely responsible for ensuring it is safe to eat and you must have allergen information available for any of your guests who request it. You indemnify The Cross Hands against any and all costs associated with any action brought against us because of your failure in any regard associated with the food you serve.

7. You must not bring or consume your own beverages on the premises. All drinks must be purchased from the bar and any persons found not adhering to this, will be asked to leave.

8. We will consider special requests for corkage fees to be applied where you want to provide a special wine or champagne for a toast – please ask when you book.

9. We welcome children in The Cross Hands and for functions finishing by 1800 they are free to move around the pub and access the play area in the backgarden. However a minimum of one responsible adult must be in the garden to supervise – if not then the children must remain in the function room at all times. For evening functions children do not have the run of the pub and must be either in the function room or supervised in the garden.

10. You are free to come in to the room up to an hour before the event (earlier if the room is not booked) to decorate. We ask that nothing is stuck to the walls, we have a number of hooks located around the room to which banners can be attached. We **do not** permit the use of paper (including poppers) or metallic confetti.

11. We welcome all users however there is a strict policy regarding under 18's. All persons we believe to be under 25 will be ID checked. **Acceptable forms of ID are photographic driving licence and passport only.**

**We do not serve under 18's and insist that no alcoholic purchases are made on their behalf.**

12. The room hire is £15/hr without the bar open and £25/hr with it open.

13. To book the room for your functions we require a £25.00 non-refundable reservation fee. The remainder of the hire fee, less the reservation fee, is payable prior to the start time of your function.

14. Where you choose to use The Cross Hands to provide your catering we require the numbers to be confirmed no later than 5 days prior to your event. We will also require a 50% non-refundable deposit of the total food cost, with the remainder being apaid prior to the start of your function.

**Agreement**

I have read and understood the Terms & Conditions for the use of The Cross Hands Function Room and agree to abide by its terms.

**Signed:** ..... **Date:** .....

**Printed:** ..... **Contact No.:** .....