



## Thank you for your booking with The Bookcafé for Private Hire

Please find attached our terms and conditions of hire for The Bookcafé Banking Hall (ground floor) and/or Upstairs Bank Manager's Floor or for our Belper venue. It is understood by the company that when a deposit is received that the person named on the booking form as the hirer has agreed to these terms and conditions and will be held responsible by the management for following them.

Failure to adhere to the terms and conditions may result in the cancellation of your booking. All decisions made by the management are final.

### Bookings, deposit & payment

- i. To secure your private function booking we require the payment of a deposit. For an evening event this will be £500 for catered events & £1,000 for non catered events. (minimum numbers of covers required) For daytime bookings the amount will vary and we will advise you at the time of booking.
- ii. The deposit is non refundable unless the booking is cancelled by The Bookcafé Ltd. We may be able to transfer part or full deposit to a different date depending on availability.
- iii. The full balance for any preordered food or drinks, is due no less than 7 working days before your event date. If this is not paid by the due date the booking may be cancelled.
- iv. Payment can be made by BACS to The Bookcafé Ltd Sort Code 30-92-59 Account Number 52493668 or debit card in person or by phoning 01332 294008 and asking to speak to one of our Managers. We can also take payment by credit card but this will incur a 3% charge.
- v. Where the time between the initial booking and the event is less than 15 working days the full balance may be required when the booking is made.
- vi. Please retain all receipts as proof of payment.
- vii. Data protection: Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

### Minimum Spend requirements and deposit return

- i. We don't impose charges to hire either of our function floors but do require a minimum spend and minimum group size to be met.
- ii. Our current minimum spends for daytime & evening are advertised on our website, these may be subject to change in peak seasons such as December and the main Wedding season.
- iii. All day hire. If the Bank Manager's floor is hired during the day and either the first or ground floor is hired in the evening the minimum spends are specific to each event e.g. £500 daytime & £2000 evening, not £2500 overall.
- iv. If the minimum spend requirement is not met, all or part of the deposit will be retained to achieve the quoted minimum spend. If the deposit paid does not cover the minimum spend requirement shortfall you will be asked to pay the difference at the end of your event by card or BACS.
- v. If the minimum spend is reached, all of the deposit will be refunded by either card or BACS.

### Hire terms and conditions

All details are correct at time of print but may be subject to change.

- i. Evening hire period is from 7pm on the day of hire until Midnight. No access before 7pm or after Midnight unless previously agreed in writing with The Bookcafé.
- ii. The bar will be open from 7pm until 11.30pm with guests vacating at Midnight.
- iii. Day time Hire is Derby is flexible depending on the event, Please discuss this with us when booking your event.
- iv. The hire period must include set up times. If additional hours are required for room dressing then this should be arranged with the management prior to the date of the event and may be charged accordingly.
- v. Tablecloths are not included in the hire.
- vi. The Bookcafé reserves the right to make reasonable changes to the menu based on the availability of ingredients. Where this is necessary every effort will be made to inform the hirer of any possible changes before the event.
- vii. If you or any of your guests have specific dietary requirements please talk to us regarding this at the time of your booking. Allergen Data information available for all dishes, we are happy to discuss any reasonable options.

- viii. We do not allow self-catered events or the use of external catering or drinks with the exception of celebration cakes.
- ix. All personal/hired property and equipment must be removed from the premises on the day of hire. Unless otherwise agreed items remaining will be considered abandoned and disposed of accordingly.
- x. Personal items found following the event will be placed in 'lost property' and kept for a period of 30 days. If unclaimed after 30 days then the items will be disposed of accordingly.
- xi. The use of Entertainers (DJ's, live bands, singers etc) must be approved by The Bookcafé Ltd due to insurance constraints & electrical safety. A dance floor is not available on the upper Bank Manger's floor.
- xii. Any large-scale equipment must be agreed with the management prior to the event.
- xiii. Similarly any activity involving water, sand, paint, or other substances that may damage the furniture, fixtures or flooring of the function rooms.
- xiv. Any and all electrical equipment not belonging to The Bookcafé and intended for use at your event must have a current PAT certificate, proof of this needs to be received by The Bookcafé no less than 14 working days before the event. Any said items will need to be agreed in writing by The Bookcafé.
- xv. We do not allow the use of tea lights, candles, sparklers, burners, indoor fireworks or other types of naked flame with the exception of birthday cake candles.
- xvi. You are welcome to decorate tables with balloons, flowers, banners and other decor. Tape, blu-tac, push pins and permanent fixings of any kind are not permitted on our walls or ceilings or paintwork. Part of your deposit may be retained if the walls, paintwork or ceilings are damaged due to this, please do not use table confetti.
- xvii. All damages to the building or contents must be paid for by the hirer (contact name/company on the booking form) and we reserve the right to retain some or all of the initial deposit, regardless of minimum spend to cover this.
- xviii. Please note that we are unable to host 18<sup>th</sup> birthday parties.

#### During your event

At The Bookcafé function rooms we will make every effort to ensure that your event goes smoothly. Please help us to ensure that you and your guests have an enjoyable time by adhering to the following conditions of hire.

- i. Refusals to entry: Venue reserves the right to refuse entry to anyone. The decision of the management is final.
- ii. Eviction Policy: Anyone behaving in a manner causing distress to customers or staff or acting in an unlawful manner, including contravening our license will be asked to leave.
- iii. Children (under the age of 18) must be supervised by a responsible adult at all times
- iv. It is against the law to smoke anywhere on the premises. Our smoking policy also prohibits the use of electronic cigarettes anywhere within the building.
- v. We operate a strict challenge 25 policy. We accept current UK passports or photo card driving licenses as proof of age. If, when challenged, an individual cannot provide appropriate ID then they will be refused service at the bar.
- vi. Only alcohol purchased on the premises may be consumed on the premises. Any open alcohol not purchased on the premises will be confiscated and disposed of and the guests involved will be asked to leave.
- vii. Search policy: We reserve the right to request permission to search any personal belongings. Refusal to comply will result in none admission or eviction.
- viii. Refusal to sell policy: We reserve the right to refuse sale of alcohol to any persons who are deemed to be buying alcohol to those under age or have previously been refused service, also to any persons who we judge to be intoxicated or to persons supplying alcohol to a person previously refused service due to over intoxication. To anyone causing a nuisance to customers or staff
- ix. Please do not take glasses or glass bottles outside after 8pm in Derby.
- Drugs policy: The carrying or consumption of illegal drugs is forbidden on the premises. Any person found contravening this policy will be evicted from the premises.
- x. Anti discrimination policy: We will not accept discrimination of any person by another on the grounds of race, colour, creed, sex or sexual orientation.
- xi. Verbal or physical abuse of bar or door staff will not be tolerated.
- xii. We ask that you and your guests are respectful of our neighbors when you are vacating the premises late at night.
- xiii. Please note that, when hiring the upper floor in Derby, facilities on the ground floor may not be available to you & your guests, i.e. if not open or a second function is in progress.

Please note that The Bank Manger's Floor in Derby is located on the second floor of a Grade 2\* listed building and toilet facilities are on the third floor. Due to planning constraints we do not have a lift. Please consider if this is suitable for your guests.

Our main floor Banking Hall is accessible by six steps with a hand rail which we are unable to alter due to the listed status of the building. We do have disabled toilet facilities & a baby change on the ground floor.

In Belper we have 2 disabled parking spaces & wheelchair access from these into the ground floor. The ground floor has a disabled loo. The bar is on the ground floor & food is also served here. We do not have a lift to our first floor.

We hope that your experience with The Bookcafé & your function will be to your satisfaction and we would love to hear your views.

If however you are not entirely satisfied please make your complaint to us in writing addressed to: The Manager, The Bookcafé, 21 Cornmarket, Derby DE1 1QH.

Date	Print name	Signature