

The Galley Hall

Hailey Lane, Hertford SG13 7NY
Tel: 01992 462906

WEDDING RECEPTIONS - TERMS AND CONDITIONS OF HIRE

The Galley Hall is a great venue for wedding receptions. We have two inclusive packages depending upon the size of your reception.

Small Wedding Package – for up to 50 guests - £4,000

Our function room is at your disposal from 9am until midnight on your wedding day. Our patio area and outside bar are also available for your guests' use subject to other customers on the day.

Large Wedding Package – for 51-100 guests - £7,000

This package provides hire of the entire pub from 9am-midnight. The function room, bars, patios and garden areas are all to be enjoyed by you and your guests exclusively for the duration of the day of your wedding.

Food and Drink

Both packages provide a three-course meal from our Special Occasion Menu – see details attached later in this document. Chairs and tables will be covered and a generous cold finger buffet will be served in the early evening. We will arrange a DJ for you for the evening.

Drinks are not included in either package but please discuss with us requirements for the day such as prosecco or champagne for guests on arrival, wine for the table etc. You may wish to run a tab and settle this at the end of the day. We will advise you of the best way to do this.

Capacity

Our Function Room comfortably holds 50 people seated and 80 people standing.

Bar

You and your guests will find a wide selection of drinks at our main bar. When the weather is good our bar on the patio, "The Sapphire Bar", will also be open for your guests to use.

Duration

The DJ will play from 8pm until 11.45pm. We would ask that you and your guests leave the premises by 12.30am.

Other

We will provide you with a single person to liaise with as you make your preparations.

Terms of Hire

I understand that I must provide a pre-order for all my guests from the Special Occasions Menu at least 14 days before my wedding day.

I will pay the entirety of my Wedding Package 14 days prior to my Wedding and will settle any outstanding drinks tabs on the day. I will pay an initial deposit of £1,000 to secure my booking.

In the unlikely event that I cancel my Wedding Reception booking, the following cancellation terms apply –

Time period	Small Weddings - £4,000	Large Weddings - £7,000
Cancellation one month or more before the Wedding date	The Galley Hall retains 50% of the original deposit of £1,000, the remaining £500 is returned to you.	The Galley Hall retains 50% of the original deposit of £1,000, the remaining £500 is returned to you.
Cancellation 10-13 days before the Wedding date	The Galley Hall retains £1,000 of the full wedding package cost, the remaining £3,000 is returned to you	The Galley Hall retains £1,500 of the full wedding package, the remaining £5,500 is returned to you
Cancellation 9 days or fewer before the Wedding date	The Galley Hall retains 100% of the wedding package cost	The Galley Hall retains 100% of the wedding package cost

My booking is on _____ (day) _____ (date)

I require a three-course meal for _____ people

I require a cold finger buffet for _____ people

I agree to all the terms and conditions described above

Signature

Name

Address

.....

.....

Mobile No.

Weddings at The Galley Hall

Special Occasion Menu

Starters

Grilled asparagus served with feta cheese,
garnished with chives and rocket

Prosciutto, blue cheese and fig salad
served with a balsamic glaze

Smoked salmon and Atlantic prawn cocktail served with
Marie Rose sauce and brown bread and butter

Mains

Chicken Chasseur served with roasted new potatoes
and tenderstem broccoli

Beef Bourguignon served with creamy mashed potatoes
and garlic buttered green beans

Puddings

Mango and passionfruit Pavlova served with vanilla ice cream

Lemon Tart served with raspberry coulis and fresh cream

Toffee and honeycomb Cheesecake served with fresh cream

Vegan/vegetarian options available on request