

# The Galley Hall

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

## **Terms and Conditions of Function Room Hire for Wakes**

The Galley Hall's function room is a well-equipped venue for Wakes providing space and privacy for you and your guests to get together after the service. Our patio provides additional seating outside when the weather is good.

### **Room Hire Charge**

The room may be hired between 12 noon and 5pm Monday to Friday subject to a non refundable Room Charge of £100. The room is also available for Saturday wakes at a cost of £200 for the same time period. Payment of the room charge confirms your booking.

### **Capacity**

Our Function Room comfortably holds 80 people standing.

### **Food**

It is a condition of room hire that The Galley Hall caters for your event. Please see our buffet menu for Wakes. Your buffet must be paid for in advance.

### **Drinks**

A 3-litre pot of both tea and coffee is included in the price. Thereafter additional pots are available at £10 per pot. A good selection of spirits, soft drinks, cask ales and draught lagers are available from our main bar. When the weather is good our outside bar – The Sapphire Bar – may be open for your guests to use.

### **Other**

We are happy for you to personalise the function room with photographs and mementoes.

I have read, understood and agree to the terms and conditions described overleaf relating to the hire of the Galley Hall function room.

My booking is on \_\_\_\_\_ (day) \_\_\_\_\_ (date)

I enclose my Room Charge of £100 for wakes between Monday and Friday /£200 for wakes held on a Saturday

**I understand this charge is non-refundable.**

I have selected a Wake Buffet for \_\_\_\_\_ (number of people) at £14 per head. I understand I must pay for the buffet 48 hours in advance.

Signature ..... Name

..... Address

.....

.....

.....

Landline/Mobile No ..... Date

.....

# The Galley Hall

- Buffet Menu for Wakes -  
- 30 guests or more -  
- £14 per head minimum order 30 -

- o Chicken Goujons – served with a barbecue dip
- o Selection of Samosas - served with mango chutney
- o Selection of quiches (vegetarian)
- o Selection of sandwiches
- o Sausage rolls (or cheese and onion rolls on request)
- o Crisps
- o 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £10 per pot

## **Vegan Platter - £50**

In addition to the buffet items above we can offer a platter of food suitable for vegans. The platter comprises vegan sausages (contain wheat), sweet potato falafel (gluten free), Moroccan-spiced cauliflower bites (gluten free) and onion bhajis (contain wheat).

## **Gluten Free Platter - £75**

We can also offer a Gluten Free platter for your guests who may be allergic to gluten. This platter offers sandwiches made with gluten free bread, gluten free chicken goujons served with barbecue dip, Moroccan-spiced cauliflower bites and sweet potato falafel. This platter is available in addition to the main buffet options above.

## **Cakes**

Cakes are available (10 slices per cake) for an additional £15 per cake. Choose from Lemon Drizzle or Almond and Cherry.

## **Prices**

We charge £100 for the exclusive use of our private function room for hire between Monday and Friday 12-5.30pm; for Wakes held on a Saturday we charge £200. The buffet is £14 per head, minimum order 30. We cater in multiples of 10.

Payment of your room fee of £100 (Monday to Friday bookings) or £200 (for Saturday bookings) secures your booking and your buffet must be paid for 48 hours in advance.

For Wakes of 20 guests and fewer please see overleaf

FUNCTION  
ROOM TERMS AND CONDITIONS FOR WAKES MAY 2025 |

# The Galley Hall

**- Buffet Menu for Wakes -**

**- Minimum order 20 -**

**- Fixed price of £250 -**

- Two platters of mixed sandwiches
- Sausage rolls (or cheese and onion rolls on request)
- Chicken goujons with barbecue dip
- Crisps
- 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £10 per pot

See overleaf for details of additional food options, ie Cakes, gluten free platters or vegan platters. These can be ordered in addition to the food listed above.

You may hire our private function room at a cost of £100 (Monday to Friday bookings) or £200 (for Saturday bookings). Alternatively for smaller wakes we will reserve the Cottage area of the pub for your exclusive use; there is no additional charge for this.

