

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 payment of 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 secures your booking and confirms your acceptance of these terms and conditions.

Food and Drink

It is a condition of room hire that The Galley Hall caters for your event. Please see our buffet menu later in this document. The buffet must be paid for in full 48 hours before the event.

A 3-litre pot of both tea and coffee is included in the price. Thereafter additional pots are available at £14 per pot. A good selection of spirits, soft drinks, cask ales and draught lagers are available from our main bar within the pub (please note that the small bar within the function room is not in use). When the weather is good, our outside bar - The Sapphire Bar – may be open for your guests to use.

CAPACITY

Our function room comfortably holds 80 people standing

OTHER

We are happy for you to personalise the function room with photographs and mementoes. Our Smart TV is able to download and show photos from your memory stick.

The Galley Hall

- Buffet Menu for Wakes -
 - 30 guests or more -
 - £16 per head minimum order 30 -
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- o Chicken Goujons – served with a barbecue dip
- o Selection of sandwiches
- o Sausage rolls
- o Indian-style platter of vegetable samosas and onion bhajis served with mango chutney
- o Potato salad
- o Nachos served with houmus and salsa dips
- o Cheese and tomato pizza
- o 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £14 per pot

NB – there is a minimum order of 30 and we cater in multiples of 10

If your guests have any particular dietary requirements, you may wish to order a Vegan Platter and/or a Gluten Free Platter in addition to your buffet, details below -

Vegan Platter - £65	Gluten Free (GF) Platter - £85
Vegan sausage rolls Sweet potato falafel Moroccan spiced cauliflower bites Onion bhajis	Selection of sandwiches made with gluten free bread GF chicken goujons served with barbecue dip Moroccan spiced cauliflower bites Sweet potato falafel

Cakes

Cakes are available (10 slices per cake) for an additional £16 per cake. Choose from Lemon Drizzle, Almond and Cherry or Chocolate

For Wakes of 20 guests and fewer please see overleaf

The Galley Hall

- Buffet Menu for Wakes -
 - Minimum order 20 -
 - Fixed price of £280 -
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- o Two platters of mixed sandwiches
- o Sausage rolls
- o Chicken goujons with barbecue dip
- o Crisps
- o 1 extra-large pot of tea and 1 extra-large pot of coffee – thereafter, £14 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.

PAYMENT

Payment of the room charge will secure your booking and confirm your acceptance of the following terms and conditions. Please complete and return the form below to ensure clarity of your arrangements. Your buffet must be paid for in full 48 hours before your function.

I have read, understood and agree to the terms and conditions described in this document relating to the hire of the Galley Hall function room for a wake.

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

Hire Period required - 12 noon to 5pm - £100 (Monday to Friday)
- 12 noon to 5pm - £200 (Saturday)

I enclose my Room Charge and understand this charge is non-refundable. I agree to pay for my buffet 48 hours prior to my booking.

I require a buffet for _____ number of people (minimum 30). We cater in multiples of 10

I require _____ (number) Vegan Platters; _____ (number) GF Platters

I will settle any bar tab I may have on the day.

Signature

Name

Address

.....

.....

Mobile No

Date

Received by Manager

Date