

The Galley Hall

Hailey Lane, Hertford SG13 7NY

Tel: 01992 462906

Terms and Conditions of Function Room Hire for Private Parties

The Galley Hall's function room is a great venue for private parties whatever the occasion, however we do not permit its use for 16th, 18th or 21st birthday celebrations. It is not available for hire on Sunday lunchtimes. For inquiries regarding weddings, please see our separate document – Weddings - Terms and Conditions of Hire 2023.

Our function room is available to book throughout the year with the exception of the month of December.

Terms and Conditions of Hire

ROOM CHARGE

Daytime hire (12-5pm)	-	£200
Evening hire (6pm-midnight)	-	£300
All day hire	-	£450

FOOD & DRINK

It is a condition of room hire that The Galley Hall caters for your event with a Buffet, details of which are attached. You may not provide any food or drink of your own with the exception of birthday cakes.

You and your guests will find a wide selection of drinks at our main bar within the pub itself (please note – the small bar within the function room is not in use). When the weather is good (or if your party is particularly large) our outside bar "The Sapphire Bar" will also be open.

Last orders are at 11.45pm and the bar(s) will close at midnight. We would ask that your DJ also finishes at this time and that you and your guests leave the premises by 12.30am.

CAPACITY

Our Function Room comfortably holds 80 people standing.

OTHER

We would ask you not to use party poppers or confetti of any kind. Also some sparkler or fountain-style birthday candles can set off our fire alarm system, so we would ask you to avoid them as well please.

We do not provide music but can recommend two very good DJs - Andy is contactable on 07886 566844 or call Sean on 07921 913319.

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.

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

for the purpose of _____

(description of celebration).

Hire Period required	- 12 noon to 5pm	- £200
	- 6pm to midnight	- £300
	- All day	- £450

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 40. We cater in multiples of 10)

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

I require a tea and coffee station for my day time event YES / NO

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

Signature

Name

Address

.....

.....

Mobile No

Date

Received by Manager

Date

The Galley Hall

Buffet Menu – Private Parties

COLD BUFFET – £18 PER HEAD

- Selection of sandwiches
- Sausage platter – sausage rolls and cocktail sausages served with a honey and mustard dip
- Chicken goujons with barbecue dip
- Indian-style platter of vegetable samosas and onion bhajis served with mango chutney
- Potato salad
- Nachos served with houmus and salsa dips
- Cheese and tomato pizza slices

NB – there is a minimum order of 40 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 sausages 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

Hot Drinks

We can offer a hot beverage station providing a 3-litre pot of both tea and coffee along with milk and sugar at a cost of £14 per pot.
This offer is available for day-time events only.