

Terms and conditions of room hire.

For the purposes of this agreement The Prince Regent will be referred to as 'the hirer' and the potential guest as 'the client'.

We would like to advise you of the following Terms and Conditions of Use for all bookings of the function rooms at The Prince Regent, 69 Dulwich Road, Herne Hill, London, SE24 0NJ.

All bookings will be treated as provisional until a booking form is duly signed and returned to the hirer, and the full agreed hire fee is received and verified.

Hire Fees.

Unless agreed beforehand, all hire fees must be paid at least 3 weeks in advance of an event.

The hirer reserves the right to retain 100% of a hire fee if cancelled within 1 week of an event.

A 20% charge will be taken per week on cancellations over 1 week.

Standard hire fees: Monday to Friday day rate (noon to 6pm) - £ 50 for both rooms

Saturday day rate (noon to 6pm) - £100 for both rooms

Friday and Saturday evening (7pm - last orders at midnight)

- **£125 Regency Room only (60 capacity)**
- **£160 Regency and Drawing Room (120 capacity)**

Rooms can be hired on Sundays but rates vary seasonally, please ask for details.

Week day evening hire is also available, but is subject to availability of other long term clients.

Please note that our rooms are adjoining and will not be hired for two separate events.

Music.

The client will have full use of the hirers music equipment for the event.

For the use of the hirers decks and mixer there is a separate, fully refundable deposit to be paid on the night. Details are available on request.

For clients playing music through an MP3 but through our system there is no separate deposit.

No external amps or speakers can be used by the client and the hirer reserves the right to have final control of music levels.

NOTE: The music levels are set to reflect the nature of the venue and the surrounding environment.

All windows must be closed after 10.30pm to comply with council noise regulations.

On last orders the music will be turned down to conversation level for 15 minutes before being turned off.

Decorations.

The client is free to decorate the rooms as they see fit for their function.

All decoration ideas must be discussed with, and agreed by the hirer beforehand.

NOTE: Nothing may be stuck directly onto any painted surfaces (walls, woodwork ect.)

Damage policy.

The client will be responsible for any loss or damage caused to the hirers fixtures and fittings or equipment during their event. The client will also be liable to make good any such damage.

Food and drink.

The hirer offers a hot canapé menu for events, details upon request.

No outside catering can be used by the client. Certain concessions can be made for cakes and for childrens parties, but these must be agreed with the hirer beforehand.

There is a full bar and bar person for all events in the function rooms.

No alcohol can be brought onto the premises by the client.

Please note that the terms and conditions are outlined for mutual benefit of the hirer and the client.

We appreciate that the needs of the client for different events can vary, as such we are open to discuss the option of slight changes to accommodate certain events.

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By signing this document I, the client agree to the terms and conditions outlined in this form.

NAME OF CLIENT.....

DATE AND TIME OF EVENT.....

DATE AND AMOUNT OF HIRE FEE PAID.....

SIGNED (THE CLIENT).....

SIGNED ON BEHALF OF THE PRINCE REGENT.....

DATE.....