



TERMS & CONDITIONS FOR VENUE HIRE

1a. Private Event Hire

- 1.1 Event hire is conditional upon the type of event and is subject to sensible drinking and any relevant licensing issues. Management reserve the right to refuse a booking for professional, health and safety, licensing or other business reasons. Paying the Venue Hire Charge constitutes agreeing to these terms and conditions, a copy of which are available from us upon request.
- 1.2 Booking Procedure & Venue Hire Charge: To book a function, you will need to complete our Event Booking Form and accept and sign these Terms & Conditions. Both these documents must be returned within 7 days to us via email, post or in person with the £350 Venue Hire Charge paid either via Card, BACS or Cash in order to secure your date and reservation.
- 1.3 An additional Security Deposit of £250 will also be payable to cover any damage incurred to the property, items, additional cleaning or theft during the event. An invoice will be forwarded to you two weeks prior to the event date, this amount will need to be paid via Card, BACS or Cash 1 week prior to the event in order for the event to commence. Once a thorough check has been undertaken of the property the full amount of £250 will be returned within 24 hours. For any minor damage incurred Lagoona Bar & Grill will hold the security deposit and as soon as invoices have been received from the repair company, the remainder will be returned along with invoice copies. Any extreme damage exceeding the Security Deposit will be held by Lagoona Bar & Grill and invoices for the remainder will be forwarded to the event organiser and payment due within 7 days.
- 1.4 The Total Cost for extras i.e. food, prosecco wall etc will be invoiced by Lagoona Bar & Grill and must be paid 7 days prior to the event commencing.
- 1.5 Room Set Up: Access can be given on the day of event at 6pm during the season or at a time/day to suit out of season.
- 1.6 No climbing on the tables, chairs, handrail or wall surrounding the stairs at any time.
- 1.7 No hanging from the ceiling or pushing up the ceiling tiles at any time.
- 1.8 Any personal items can be collected the following day. (If items are not collected the following day they will be disposed of)
- 1.9 No party poppers, confetti, glitter or confetti balloons to be set off on site at any time although confetti/numbers & letters can be placed on the tablecloths.
- 1.10 Any children at the event are the responsibility of the parent or guardian at all times. Lagoona Bar & Grill have a gate located at the top of the stairs which can be closed during the event if required. We will not accept responsibility for any accident incurred due to your negligence.
- 1.11 Please be aware that the floor may become wet during an event due to spilt drinks so please take extra care. We will endeavour to ensure that the area is mopped regularly and wet floor signage displayed.
- 1.13 Please be aware that we will not take responsibility for accidents incurred to anyone whilst under the influence of alcohol.
- 1.14 Bar accepts Card & Cash (no AMEX)

2. Private Hire Event Catering

- 2.1 The menu selection for your party needs to be pre-ordered 1 week prior to your function. We offer a Cold Buffet @ £7 per head, Hot Buffet @ £9 per head Bacon Rolls (Vegetarian option available) @ £5 per head, Cheese Board @ £5 per head or BBQ Buffet @ £12 per head.
- 2.2 Details need to be completed in relation to food intolerance at time of booking. We will not be held responsible for any allergic reactions if prior notice is not provided.
- 2.3 Corkage: It is highly restricted to bring any wines, spirits, food or beverage into the premises by or on behalf of any customers, (unless agreed prior to the event). This is for legal, health, licensing and trading standards reasons. We recommend you inform your guests of this. If we find a customer bringing drink or food on site they will be asked to leave the premises and in extreme cases the event may be terminated.
- 2.4 We confirm that any catering provided is under the supervision of the Food Safety certificate holder and that our hygiene policies and procedures during the cooking and serving of food is maintained to the highest standard at all times.
- 2.5 It is the responsibility of the party organiser to inform us of anyone who has an allergy or medical condition (i.e. epi pen medication etc) and we will then make all staff aware of any medical emergency that may occur. If we are not informed we will not be responsible for any medical emergency whilst on our site.
- 2.6 If you wish to bring your own food this will incur a £100 corkage charge. Napkins, paper plates and plastic cutlery must be brought by the party organiser and any clearing up after the event from food will be undertaken by the party organiser. Our kitchen will also be out of bounds. If you wish to use our china plates, metal cutlery and glasses a £50 charge will be incurred. A Personal Catering Agreement would also need to be signed prior for any food being brought on site and anyone with an allergy will be the responsibility of the party organiser, not Lagoona Bar & Grill.

3. Entertainment

- 3.1 DJ: You can hire our recommended DJ for your function. The DJ usually plays for 5 hours (normally 7.00pm-12am) and the cost is from £200. There will be an additional charge if you would like the DJ to play until 2am. We would recommend using our own recommended DJ due to our license requirements to control the sound and volume levels. If you would like to source your own DJ this must be approved by us in advance.
- 3.2 We will require the contact details for the provider due to our licensing requirements etc in terms of sound and volume levels etc. It will be the DJ's responsibility to ensure that any PRS, PPL, electrical tests and necessary insurance etc is fulfilled and we would require a copy of PAT Testing certificate and copy of DJ's insurance prior to them being able to play at the event. They will need to adhere to any management requests at the event in terms of sound levels, music suitability etc.
- 3.3 Live music: If you would like to source your own provider for live music this must be approved by us in advance. We will require the contact details for the provider and we will need to discuss with them our licensing requirements etc in terms of sound and volume levels etc. It will be your/the entertainment providers' responsibility to ensure any PRS, PPL, electrical tests and necessary insurance etc is fulfilled. They will need to adhere to any management requests at the event in terms of sound levels, music suitability etc and we would require a copy of PAT Testing certificate and copy of DJ's insurance prior to them being able to play at the event.
- 3.4 Speaker Hire: We have a stand-alone lit speaker available to hire which can be used for your own play list for mobile phones/I Pads via Bluetooth at a cost of £50.
- 3.5 Prosecco Wall: Bottles of Prosecco can be purchased from the Bar and use of the Wall will be charged at £150 (which includes 5 bottles of Prosecco)
- 3.6 Balloon Arch: Colour of balloons to your requirement @ £60

4. Security

- 4.1. We have security measures on site at all times and for evening events a security guard/s present. Any person/s carrying out a security activity will be licensed by the Security Industry (Scotland) at SCQF level 6, BIIAB City & Guilds, Highfield Qualifications, IQ Pearson BTEC & First Aid in the Workplace. This is typical for events where food and drink is ancillary to the function or event and/or when young people are likely to be present. This cost is included in the total cost of room hire.
- 4.2. We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and fails to present valid identification to prove they are over 18.
- 4.3. Lagoona Bar & Grill reserve the right to ask for supervised voluntary searches of customers upon entry or at any time during the function or event. Anyone not wanting to adhere to this may be disallowed entry or asked to leave.
- 4.4. We operate a Zero Tolerance drugs policy. Anyone found under the influence or in possession of illegal substances will be reported to the police and asked to leave the premises.
- 4.5 Any customer who becomes unruly or aggressive to any member of our staff will be asked to leave the site immediately.
- 4.6 We will not take responsibility for any injuries incurred during a function at Lagoona Bar & Grill but will ensure that any medical assistance will be given as required.

5. Parking

- 5.1 On-site parking is available within our smaller car park or for larger events our main car park located towards the back of the lake. We would advise that customers arrive via taxi or designated non drinking driver otherwise all cars left in the car park overnight must be collected at 9-9.30am the previous morning during our season from May - October, or out of season from 10am-12pm. We will not be responsible for loss or damage from any vehicle whilst on our site or any accidents that may occur on our premises. Cars left on the road will be at the owner's risk.
- 5.2 Lagoona Bar & Grill will not be held responsible for any person drink driving after an event.

6. Legalities

- 6.1. Last orders: Last orders at the bar is 30 minutes before the end of the event which includes drinking up time.
- 6.2. The organisers of the function are responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. Lagoona Bar & Grill also reserves the right to call short a function if guests do not act responsibly.
- 6.3. CCTV is in full operation on the premises. Any persons damaging or stealing items from the property will be reported to the Police if necessary.
- 6.4. Lagoona Bar & Grill takes every measure to comply with all legal legislation, including the Licensing Act 2003. Lagoona Bar & Grill ask you and your guests to fully support our promotion of the following four licensing objective: the prevention of crime and disorder; the prevention of public nuisance; public safety; the protection of children from harm.

7. Cancellation

- 7.1. If a booking is cancelled 6 months prior to the event a £100 cancellation fee will be incurred, 3 months prior £200 and 1 month prior £350 from the original Venue Hire Charge for administration & loss of revenue.

8. Payment Details

- 8.1 Payment can be made via Debit Card, Cash or BACS (No AMEX)
- 8.2 Bank Details: Metro Bank, Sort Code: 23-05-80, Account No: 33591519, Account Name: Sunset Bar & Grill Limited (Please ensure that you put the Surname booked under and date of party on the bank reference)

9. Company Information

- 9.1 Address: Lagoona Park, Pingewood Road South, Pingewood, Reading, RG30 3UH
- 9.2 Telephone: 0118 988 5959 / Mobile: 07747212047
- 9.3 Email: katie@lagoonapark.com
- 9.4 Company Number: 11956101

I hereby confirm that I have read and accepted the Terms & Conditions for event hire and have signed below.

Printed Name: _____ Signature: _____

Date of Event: _____ Date Signed: _____