

# WE WANT YOUR PARTY TO GO WITHOUT A HITCH SO IT'S IMPORTANT YOU UNDERSTAND THE SMALL PRINT.

Any problems that arise on the evening they should be brought to the attention of a manager immediately.

## CONFIRMATION

Unless confirmed with a deposit all bookings are provisional and may be cancelled. We know these things take time to organise so we're happy to give you an agreed time that works for you, after a provisional booking is made, to confirm it. If a booking remains provisional your booking may be offered to other enquiries. Bookings are only confirmed when a deposit is paid for them. Deposits are NON-REFUNDABLE in the event of cancellation, but can be deducted off the bill when you have had the event.

## COSTS

We don't charge room hire (unless sole use has been requested) and you only pay for what you eat and drink on the night however there is one condition.

As the room is free to hire we impose a minimum spend on the evening in question. This will be determined based on the attendance supplied by yourself. If this minimum spend is not met on the evening we will make up any shortfall from the deposit.

## PAYMENT TERMS

All bills are to be settled on the night unless agreed by the management. Payment can be made with credit or debit card (excluding American express),

## GUESTS

As it's your party you're free to invite whoever you like however we request you don't invite anyone that you wouldn't invite into your own home.

The host is responsible for all guests attending their function; this includes the behaviour of such guests and liability for any damage caused.

The host may be required to ask any guest to leave at the request of the management should their behaviour be deemed as inappropriate. Merchants reserves the right to remove any person it deems is not behaving appropriately.

## CANCELLATION

If you want to cancel your booking, you must confirm this via email, at which point you shall receive confirmation. Deposits are NON-REFUNDABLE in the event of cancellation.

## EXCLUSIVITY

Please do not assume that without prior agreement your party has sole use of the entire or any part of the venue.

During the evening members of staff may use the area as a through fare whilst taking food from the kitchen.

## OPENING HOURS

We close at 11pm, unless otherwise agreed. As most of the local residents won't have been invited to your party they probably won't appreciate people singing happy birthday for you at midnight.

When guests leave the premise noise must be kept to a minimum.

## MUSIC

The top floor is equipped with a stand alone sound system which can be used in conjunction with an MP3 player for back ground music. However if you're planning on dancing we'd recommend a band or DJ, for which you will require the rental of the entire venue. We can provide a DJ for the evening or should you wish you can provide your own music. The volume of such music will be determined by the management, should the band/DJ fail to comply we'll pull the plug.

## DECORATION

We wish you to feel at home at Merchants. Please be aware that we still need to use the venue after your occasion. As such, we kindly ask you to refrain from bringing confetti type produce into the venue, including poppers. We are happy for you to decorate agreed walls with pictures using white tack (not blue, horrible marks leftover). Please enquire for further details.

## LIABILITY

Merchants shall not be responsible for any loss or damage to any property belonging to or brought onto the premises by any person. Save as required by law Merchants is not responsible or liable for any injury or any other loss or claim whatsoever by or to any person on its premises. Merchants shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event interrupted.

No signs or other items shall be placed outside or affixed to any part of Merchants premises without prior consent from the management.

The Client shall indemnify Merchants, its agents and employees and assigns from and against all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of any failure of the Client to perform or comply or procure compliance with the terms of the booking and its legal obligations generally.