

Hen & Chicken



Payment terms & Conditions:

A booking is not confirmed until the room hire has been paid in full

If full payment of room hire is not paid prior to the event, The Hen & Chicken reserve the right to cancel the event.

Function menus must be pre-ordered with final numbers two weeks ahead of the event date

Function menus must be paid for in advance on invoice within 10 days of the event

Concession rates are available to charity, community & voluntary groups. Please note in the event of us giving a concession rate we reserve the right to re-locate your event to an alternate room or external local venue.

The hirer shall **Not** remove any pictures, mirrors etc from the wall space

The hirer shall **Not** attach, stick or blue-tak etc anything to the wall space without prior written consent.

The hirer shall **Not** exceed the agreed combined capacity of guests / staff / performers

The hirer **shall** comply with the Hen & Chicken's policies with regard to fire & health & safety

There is no disabled access.

Users of The Hen & Chicken are advised that our normal policy is not to allow the use of any pyrotechnic device and the use of other special effects (smoke / Haze etc.)is also not normally allowed. Any request to use any effect is subject to formal prior agreement of The directors of The Hen & Chicken and a review of the production Risk Assessment

Where the hirer provides any decorations, props, costume & scenery, they must comply with current health & safety / fire regulations

All electrical equipment brought into the Hen & Chicken must have current PAT tests (sub contracted DJs etc)

Any subcontractors hired by the hirer (DJ's etc) must have their own public liability insurance

Cancellation policy / fees:

- Cancellation within 30 days of the event date: Full room hire charges apply and no refund will be due.
- Cancellation within 60 days of the event date: 50% of room hire charges apply
- Cancellation with more than 60 days notice: Full refund will be offered.
- Pre booked function menus: Cancellation within 5 days of the event and no refund will be due
- Pre booked function menus: Cancellation within 10 -5 days of the event 50% refund will be due

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