

# Hen & Chicken



## Terms & conditions for private parties

### Booking fees

- In order to confirm your booking please ask the Duty manager for a room hire invoice
- We do not provisionally hold any dates. A date will only be held and considered "Confirmed" once the hire fee has been received
- Damage fees: Should breakages / damage occur to furniture, equipment (inc' sound equipment) or the decorative state of the relevant function room, The Hen & Chicken reserve the right to charge for any necessary repairs

### Bar / Catering

- We have available a variety of menus: Party buffet, pizza, BBQ (seasonal), Sunday roasts, Christmas
- We are licensed for the sale of liquor and the playing of music until 12 midnight Sunday to Thursday and 1am Friday & Saturday.
- Bar staff are included on a Friday & Saturday night. Sunday to Thursday private bar facility on application, charged at £15 ph from 1 hour before to 1 hour after the event.
- Please note that we do not permit self catered events.
- The Chicken Shed private bar has draught products as well as a good selection of spirits. Our main bar spirit range is more extensive so if you would like a product that we stock on the main bar please advise us. NB Items that are not already stocked on the main bar will not be available. Draught products can not be swapped out
- 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
- Furniture is available at no extra cost (unless hire is required). Please advise the manager of your requirements in advance

### Age restrictions:

- Private parties: For evening parties (after 6pm): To assist us with our licensing obligation for the safe guarding of children, we do not permit Under 16s to attend parties.
- Prior to confirmation of booking, clients must give a clear indication of the numbers / ages of any guest under the age of 21
- NB please note we have a separate children's policy for the main bar downstairs (see website). Children must be accompanied when in the main bar at all times.
- We do not accept bookings for 18<sup>th</sup> or 21<sup>st</sup> birthday parties

### Smoking

In line with smoke free legislation, smoking is not permitted inside any part of The Hen & Chicken. Those persons wishing to smoke can do so either on the front terrace, or in the rear courtyard area.

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**Courtyard garden:** NB: From spring to autumn, subject to availability, where a party booking The Chicken shed with a "Party, BBQ menu, exclusive use of the rear courtyard garden is available at no extra charge and has the same capacity as The Chicken Shed.

- Due to licensing restrictions, the Courtyard Garden has no external speakers
- Due to licensing restrictions, the Courtyard Garden must be fully vacated by 11.00pm.
- Access from the Chicken shed bar doors to the courtyard is not permitted after 9pm due to noise pollution; we look for your support in respecting our local neighbours in mitigating noise pollution.
- The doors from the Chicken Shed bar to the Courtyard must remain closed at all times after 9pm
- Alternative access is through the Chicken Shed main entrance to the bar

## Sound / DJ facilities

- There are no additional charges for the use of the Chicken Shed sound system and party lighting rig
- Piped background music is available from The Hen & Chicken main bar, as such hosts are reminded that there is no choice in the style of music played
- The Chicken Shed's sound system has been designed and installed for the specific purpose of creating a superb party sound on a "plug and play basis". The Host / event organiser however is required to provide their own device to plug into our sound system. The Hen & Chicken provides a 3.5mm aux cable to connect your device to our sound system, should your device not have a 3.5mm socket (most smart phones) then you will have to provide your own lightning jack
- Hosts will need to create their own playlist for the night and if using a platform such as Spotify download all the content in advance to ensure uninterrupted (buffering) playing on the night
- We recommend that if hosts are using a phone as the designated device that they adjust all call & message settings to silent so as to not interrupt music playback
- Any party providing their own DJ should advise their DJ to provide their own mixer & decks / playback device and all necessary cables to connect to our sound desk / house speaker system.
- Your DJ will need to bring their own cables to plug into either our 3.5mm audio socket or our female XLR socket at the dance floor end or if plugging into the sound desk at the back of the room we have a 3.5mm jack to twin RCA & a 3.5mm jack to twin 6.5mm stereo jack plug
- Additional speakers or monitors to supplement the Chicken Shed house system are NOT permitted.
- Professional DJs (where a fee is charged) must have their own public liability insurance.
- Sound checks / settings are carried out on arrival with the Duty Manager, thereafter volume can be controlled via your device / DJ mixer. As such we strongly recommend that all sound checks are completed before guests arrive
- Once sound checks are complete, our sound desk is locked down and only accessible by the duty manager
- Before 9pm, where the doors from the Chicken Shed bar are open to the courtyard garden, music volume will be at a background level only (set by the Duty Manager) so as to avoid noise pollution to the local neighbourhood
- Customers are reminded that if any damage is incurred to the sound equipment / speakers then The Hen & Chicken reserve the right to charge for any necessary repairs

The Hen & Chicken, 210 North Street, Southville, Bristol, BS3 1JF

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## Accessibility

9.00am-12midnight / 1.00am (Fri & Sat).

- Day time events: Must vacate the Studio / Chicken Shed by 5.30pm
- Evening events: Access from 6pm (and earlier subject to availability)
- The Hen & Chicken opens at 4pm Monday / Tuesday, 12n Wednesday – Sunday. Events requiring access before these times must enter via the large rear courtyard gates on Greville Road by prior arrangement.
- We request that all guests and hosts have departed within 45 minutes of your private bar closing
- Both The Studio and The Chicken Shed have access steps to them and are therefore unsuitable for disabled access. There are no service lifts.
- There is limited facility to store equipment overnight. Security for overnight storage would be at the host's own risk and all items must be collected by 11am the next day. This must be by prior written arrangement (not on the night, as we do need to be able to communicate with our cleaners in advance). Decorations are disposed of the following morning so please do take with you any balloons etc that you may want to keep. We accept no liability for the disposal of decorations

## Cancellation policy / fees:

- Cancellation within 45 days of the event date: No room hire refund will be due.
- Cancellation within 46- 60 days of the event date: 50% of room hire will be refunded
- 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 due
- Pre booked function menus: Cancellation with more than 10 days notice: Full refund will be offered

## Additional Terms & Conditions:

- 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
- The hirer **shall** comply with the Hen & Chicken's policies with regard to fire & health & safety
- Any subcontractors hired / instructed by the hirer (DJ's, entertainers etc) must have their own public liability insurance
- We require full disclosure of any entertainments planned / sub contracted entertainers booked to perform at the party. Where a client fails to disclose, The Hen & Chicken reserves the right to refuse access

## Fire Safety

Users of the spaces must ensure that the risk of fire is not increased, nor the safety of persons in the environment put at risk as result of their activities, by ensuring that:

- Electrical appliances brought into The Hen & Chicken are safe. Portable Appliance Testing (PAT) must be current for all portable electrical equipment brought in to The Hen & Chicken by you or your sub contractors. (inc sub contracted DJs, entertainers etc)
- All means of egress (including aisles & emergency escape routes) are kept clear at all times
- Users of The Hen & Chicken are advised that our policy is not to allow the use of any pyrotechnic device nor the use of other special effects (smoke / haze etc.) due to interference with the fire alarm detectors.

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