



# Gather Inn

## Private Hire Day Agreement

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**I, the undersigned, have thoroughly read through, understood and agree to the rules of the Gather Inn Private Hire.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Occasion: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Tea & Coffee?

Notes/Extras:

This Consulting Agreement (the “Agreement” or “Consulting Agreement”) states the terms and conditions that govern the contractual agreement between the Gather Inn and client who has signed this document.

- 1. Decoration should be arranged with Management prior to the event. Weighted balloons are accepted, however, any other decoration will need to be agreed, however, table confetti/party poppers/balloons containing confetti etc will not be permitted.**
- 2. We operate a strict no drug policy. If any of your party appears to be under the influence of drugs or if any drugs are found in or around the function area, your event will be shut down with immediate effect.**
- 3. Any fighting or violence at your event will result in your event being shut down with immediate effect.**
- 4. All staff must be listened to and respected at all times.**
- 5. Food must be provided at any party-style event. This can either be provided by the hirer or by the pub. The amount of food should be sufficient, eg. a buffet.**
6. A minimum spend of £500 is required on the bar. If this is not met on the day, the hirer will be charged the difference.
7. You may not bring your own alcohol into the event. Please let us know if there are any products in particular that you know you and your guests would like at the event and we will do our best to stock it, although stock cannot be guaranteed on the day.
8. The function must finish at the agreed time, with the drink up time of 20 minutes. Everyone must be out and away from the property by 20 minutes after, including party hosts and DJ. Guests must respect residents of the guest house and keep noise to a minimum when leaving.
9. We operate a strict policy on underage drinking. No guests under the age of 18 should try to make any purchase or be within 1 meter of the bar area. No adult should buy alcoholic beverages for anyone under the age of 18, this may result in the party being terminated early. Guests that appear to be under 25 years of age may be challenged for photo identification in the form of a passport or a driver's license.
10. The function organiser must introduce themselves to staff at the start of the party. They will be the point person of contact if there are any issues that arise during the event. They are responsible for the guests during the event.
11. Noise levels (music and guests) should stay to a reasonable level to respect guest house residents. Chanting/stomping/shouting will not be tolerated. If a member of staff asks the DJ to adjust the volume, he/she must do so promptly.
12. 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.
13. All decorations/buffet/DJ equipment must be cleared and taken on the day of the event.
14. The hirer is responsible for his/her guests. Staff may approach the hirer in the event of a problem with any of the guests.
15. If you are providing your own music via a playlist, you must pay a £20 refundable deposit to use our cable. Once the cable is returned at the end of the function, the deposit will be returned. This payment will only be accepted in cash.
16. Cancellation results in loss of venue hire cost.
17. Management reserves the right to shut down the event if any of the conditions of the hire are breached without any discussion or refund.

## Client

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[First name]

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[Last name]

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[Date]