

Terms & Conditions for BOOKING A PARTY OR FUNCTION AT SXTYS

All Room hire charges are listed on our website. Room hire is normally payable as the deposit. If you wish to **access the rooms** more than one hour prior to your function start time to prepare items, there may be a small additional hire cost. Please discuss this with us as we will need to ensure no earlier bookings are taken.

You are very welcome to **decorate the room** how you like but please be aware we **do not allow table confetti**. Please make arrangements to safely remove any **personal items** or décor to keep after the party finishes or they may risk being accidentally disposed of if left.

Our **maximum numbers** are listed on our room hire sheet. Informal parties (using side seating only) are catered for on the basis that not everyone will be sat simultaneously – please bear this in mind when choosing food options.

To **hire our function areas**, you will have the room of your choice exclusively for your use any time after 6pm of an evening. Daytime functions may start at your chosen time by prior arrangement with us. We are happy to place out simple decorations or place names / plans provided by you as long as specific instructions are provided. We can arrange decorations for you at additional cost. Major **decorative requirements or linen hire** for colour matching may be subject to additional charges – please talk to us about your ideas and requirements as we are very happy to help.

The room hire for you chosen area is exclusive to you until:

- our normal closing hours on a Sunday - Thursday which are 6pm Sunday, 11pm Mon / Tue / Wed, midnight on Thursday.
- our club opens on Friday at 11pm* or on Saturday at 10.30pm (11pm Champagne Bar**)
** if you have over 150 guests attending we can arrange exclusive hire all night of our Library Bar. Should numbers fall to less than this we reserve the right to open the back room to the public.*
***with the exception of pre-booked VIP all night hire – with a minimum spend agreement and deposit.)*

If you wish to **hire our venue or rooms after our normal closing time**, we do have a late licence but Security staff will be required at extra cost. Additional late night charges may also apply – please ask us for details.

On club nights, all guests over the age of 18 are welcome to stay on in the club – proof of age required. Guests under 18 **MUST** vacate the premises by 9pm, we may be able to extend this to 10pm by prior arrangement but reserve the right to revoke this if necessary. On non-club nights, children are permitted after food service hours on a discretionary basis by prior arrangement. Any guests on our **banned list** or the **HAND** ban will be refused entry. No exceptions. Any **additional guests** arriving after 11pm on a Saturday will be charged entry unless we have **prior** notification of their late arrival to add them to our guest list.

We can provide our **resident DJs** at £40 per hour, payable in advance. If you require a certain genre, please notify us well in advance so they can prepare. DJs provided by party organiser must supply their own kit or be approved by us.

Other **entertainments** are normally arranged by the party organiser. We are more than happy to help with contact details or a full booking service for which we will charge a small admin fee. All entertainers must be finished before the club opens to the public on weekend nights.

Use of our **Projector, Microphone or iPod** cable is fine, but please notify us in advance. If you wish to display photos on the projector we recommend setting them up as a PowerPoint presentation (the screen is 16:9 width ratio). We strongly recommend making an appointment to come and test any technical equipment a few days in advance, to avoid potential problems on the day / night.

Food packages are normally subject to a minimum number as specified on the menus. We recommend catering for at least 80% of your expected numbers. Our staff risk having to bear the brunt of guests' dissatisfaction if you have under-catered so we aim to try and work with your budget – please talk to us about your ideas. We do not allow party organisers to bring their own food with the exception of specific dietary needs and celebration cakes / sweets. We regret we cannot provide "pay as you go food".

We will do our best to accommodate **dietary requirements** with advance notice. We cannot always provide exact gluten or lactose free alternatives to all menu items, but we will certainly adapt dishes where we can, please ask any party members with dietary needs to contact us and we will be happy to advise them and talk through the menus. Please note we cannot guarantee a 100% nut free environment for those with a severe allergy.

If you require a **Drinks and Wine tab** for your party, please discuss this with us in advance. These must all be settled in full on the night of your party or prepaid in advance.

Normally we ask for **pre-payment** towards any pre-ordered food, drinks and entertainments (arranged by us) no later than one week in than one week prior to the party date when we also require final numbers. Regrettably we do not give refunds for numbers being short on the night if we have already prepared the food – please be aware of this.

If you are arranging a **corporate event** and wish to have the total event invoiced, please notify us on booking as we will need to make arrangements with our accountant. We cannot accept invoice requests on the day of the event.