



UPSTAIRS - THE CRYPT - HIRE TERMS

TERMS & CONDITIONS

HIRE FEE & BAR DEPOSIT

Upstairs Bar is **£300.00 FEE** Christmas Bookings Nov/Dec **£350.00 FEE**
Bar Deposit **£250.00** (Based on Minimum Bar Spend **£1250.00**)

The Vault is **£200.00 FEE** Christmas Bookings Nov/Dec **£250.00 FEE**
Bar Deposit **£250.00** (Based on Minimum Bar Spend **£750.00**)

The Crypt is **£250.00 FEE** Christmas Bookings Nov/Dec **£300.00 FEE**
Bar Deposit **£250.00** (Based on Minimum Bar Spend **£1000.00**)

DEPOSIT REQUIREMENTS

Your booking will not be confirmed until full payment of the hire fee £300 (Upstairs), £250 (Crypt), £200 (Vault) and the £250 bar deposit are received. The £250 bar deposit is based on a £1250 minimum bar spend for upstairs, a £1000 minimum bar spend for The Crypt and a £750.00 minimum bar spend for The Vault.

The £250 deposit will be returned, pound for pound after a £1000 bar spend has been met Upstairs, £750 bar spend met in The Crypt or a £500 bar spend in The Vault.

We will require your bank details i.e. **Name on the account, sort code and bank account number**

The deposit will be returned via BACS payment within 10 days of the date of the party. In the event of any damage to the premises, the deposit shall be retained until repairs are undertaken and the costs shall be deducted from the deposit.

CANCELLATIONS

The hire fee and deposit shall be forfeited should you cancel your event with less than 8 weeks' prior notice.

RESPONSIBLE SERVING OF ALCOHOL POLICY & SECURITY

The hirer must ensure that responsible adults are present who will ensure their guests behave responsibly. Bedfords is supplying the venue only, and not a security service.

Our professional team of bartenders are instructed by the owner not to serve any alcoholic beverages to any guests who are deemed to be in an unacceptable state of intoxication.

They will also be able to ask anyone present for proof of ID, if proof cannot be shown then the person will be refused alcohol.

VAT Reg No. 170 369 800

Tel: 01263 761144 Mob: 07833 290666
email: bedfords@bedfordsbar.co.uk Web: www.bedfordsbar.co.uk
1 Old Post Office Yard, Bedford Street, Norwich, Norfolk. NR2 1SL



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RESPONSIBLE SERVING OF ALCOHOL POLICY & SECURITY Cont...

If any person abuses verbally or physically any member of staff they will be asked to leave the premises, please note Bedfords operate a zero tolerance policy regarding this kind of behaviour.

Bedford's is a licensed venue and will only allow persons over the age of 18 to consume alcohol. Any person found buying alcohol for anyone underage will be asked to leave.

Under no circumstances shall you allow your guests to bring their own alcohol, if anyone is found with alcohol which has not been purchased on site it will be taken from them, they will be asked to leave the premises and you the hirer will be liable to pay an amount deemed to be equivalent to the lost revenue.

It is the hirers responsibility to ensure that there is no underage drinking. If any trouble occurs, or if the bar staff feel that it MAY occur, the hirer is responsible for ensuring the problem is resolved and the person or persons concerned are removed from the premises.

No alcohol is to be taken away from the premises, it is a criminal offence to drink alcohol on Bedford Street.

If at any time the bar staff feel that control has been lost, the event will be shut down and the police will be called.

DRUGS POLICY

Bedfords operate a very strict zero tolerance policy regarding the possession of or use of drugs on our premises. Simply put if anyone is found to be in possession of or using drugs whilst at our licensed premises including any outside areas within the boundaries of our premises, the POLICE will be called and the event shut down, YOU HAVE BEEN WARNED.

SOUND LEVELS

Due to licensing constraints, we must operate within a respectable noise level keeping doors and windows closed while loud music, bands and or discos are playing. As the hirer it is your responsibility to ensure that this happens. Hirers will be warned once and once only if the sound levels are deemed to be too loud. All entertainment MUST be finished by the agreed time when booking and definitely no later than 2am. Bedfords reserves the right to terminate electricity to the crypt if music continues past this time.

SMOKE MACHINES

Due to having no windows or ventilation in The Crypt there shall be no use whatsoever of smoke/fog machines. You the hirer are responsible to pay for any fire alarm checks needed if a smoke/fog machine is used.

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EQUIPMENT REMOVAL

ALL equipment and belongings must be removed from the crypt on the night unless otherwise agreed with the General Manager. Bedfords takes no responsibility for damages to or loss of any items left on the grounds or premises area overnight.

INSURANCE

Bedfords take no responsibility for damages to or loss of any items on the grounds or premises area prior to, during or after the event. The hirer is completely responsible for any damage or theft of fixtures and fittings incurred as a result of the event.

LIABILITY

You the hirer indemnify Bedfords (and its employees or representatives) against all claims, demands, losses, damages, costs and expenses arising from your use of the venue and the grounds or any breach of any of these terms or conditions.

FIRE REGULATIONS

All fire regulations relating to Bedfords must be observed and no fire exits shall be blocked or fire appliances removed or tampered with. On hearing the fire alarm all guests should exit via the nearest fire exit.

FLY POSTING

Fly posting without a permit is illegal under The Highways Act 1980, the Town & County Planning Act 1990, The Anti-Social Behaviour Act 2003 and The Clean Neighbourhoods and Environment Act 2005. Bedfords does not condone the use of fly posting and reserve the right to cancel the event at any time with loss of deposit should this condition be breached.

NOTE TO THE HIRER: Once your booking has been confirmed and the hire fee / bar deposit paid, you agree to be bound by the Venue Hire Terms and Conditions.

You also agree that the venue will not be used for any performance or activity that is of an offensive or objectionable nature, is in breach of reasonable standards of public decency or is likely to create a nuisance. You agree to be bound by all the terms and conditions herein.

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