

## Venue Information & Hire Terms (T&Cs)

Venue Capacity:

80-100 People Maximum (Standing)

Venue Hire Fee:

£150 for a 6 hour time slot (£25 per hour for extra hours)

For groups of over 10 people there is a £5 per person deposit required.

Time slots are usually booked 12pm - 6pm / 6pm - 12am / 7pm - 1am

Catering Options:

We have a great selection of buffet menu options to suit all appetites. Like our regular menus, we cater for all sorts of dietary types and requirements and are happy to tailor the menu to your party's needs with sufficient prior notice. For health and safety reasons, we do not permit external catering on the premises.

Only food and drink purchased on the property may be consumed. We make a singular exception in the form of a Wedding/Birthday Cake or an approved sweet substitute (cupcakes/brownies) [See our current catering packages](#)

House Rules For Under 18's:

Children under the age of 18 are welcome on the premises up until 8pm, and must be supervised at all times. All under 18's will need to be taken home at 8pm, unless this has been expressly pre-approved by our management, in advance as part of a hire. All under 18's must be accompanied by an adult at all times and must remain in the room.

For special occasions such as Weddings, we may be open to discuss extending this 8pm curfew for older children, however this will be for one or two hours maximum, dependent on the age and number of children present. Under 18's are not permitted on the premises at all after 10pm, under any circumstances. We require prior notice of any extension request, and this must be pre-approved in writing with pub management before the start of the hire term.

We are a family friendly pub; however a pub is still an adult environment so we will always try to do what is fairest for everyone.

Please note that we no longer accept bookings for 18th-21st birthday parties.

Accessibility:

The Venue is wheelchair accessible via the side gate and ramp access into the back room. Our accessible WC is located in the main bar (via the side door) which has a small ramped access in the threshold. If you have particular access requirements, please get in touch with us beforehand.

#### Private Back Bar:

The Platform is kitted out with its very own private bar. Fully staffed and stocked with a good selection of draught beers, wines, and spirits. The back bar is included on hires of 3+ hours for bookings with 20+ guests where applicable. The Venue will provide friendly, experienced bar & waiting staff for all events, where applicable.

#### Set Up / Decoration:

Where feasible to do so, we are happy to help you set up before the event or you are welcome to come in a little earlier to decorate (where possible.) We ask that nothing is stuck to the woodwork or paintwork as this can mark either and if so, is deductible from your damage deposit. We also ask that decorations are cleared away at the end of the party.

Items may not be left overnight without the prior knowledge and agreement to do so with our management. We recommend anything of sentimental value is taken home, we accept no liability for items left on the premises. The following items are not permitted: Glitter / Confetti cannons - Streamers - Smoke Machines - Lasers / Strobe Lights - Bubble / Foam Machines.

#### Entertainment:

DJ's / Live Music can be recommended for your event on request. Live performances must finish before 11pm, pre-recorded music is permitted until 1am. All forms of entertainment will remain within the accepted conditions of our license.

We require that the windows and back doors to the garden remain closed during live performances and from 11pm, to maintain good relations with our neighbours and uphold our license. Please discuss your requirements with us when making a booking.

#### Venue Equipment:

We have a professional grade sound and lighting setup available for use in the Venue. All Venue equipment is used at your own risk.

DJs & bands must provide all their own back-line equipment, microphones, instruments, controllers, mixers, breakables & cables;

We do not provide gear hire or spares.

The Venue accepts no responsibility for external equipment lost or damaged at the Venue.

No equipment may be left overnight. We have a dedicated DJ input with XLR and RCA inputs to the system in the booth upstairs

along with an HDMI connection to the projector. Please email us if you would like to request a full technical specification

#### Venue Licensing:

The Venue operates in accordance with our licensing conditions and local authorities' licensing objectives at all times. We operate a 'Challenge 25' policy. People lucky enough to look young must provide a valid photo ID on request (Passport/Driving License/Passlogo ID card) We do not accept photos, or photocopies of any ID.

Under 18's are not permitted on the premises after 8pm without the express prior knowledge and written permission of management, in advance, as part of a paid party hire. In any circumstance, all under 18's must be taken home before 10pm.

All under 18's must be accompanied by an adult at all times and must remain in the room.

Under 18's are not permitted in the main pub or garden after 8pm, and must be accompanied by an adult at all times. It is not permitted under any circumstances for a person or persons under the age of 18 to consume alcohol of any kind on our premises. Our management reserves the right to refuse service, and or prematurely terminate a hire term,

if we deem that a hire has knowingly attempted to breach our license conditions.

#### Damage Deposit Scheme:

We operate a £100 damage deposit for all hires. This is to prevent repairs causing a delay to subsequent hires after a booking.

The damage deposit is refundable once we have the venue back to its original state and have checked for any damage to fixtures & fittings. This is usually processed within 24-72hrs depending on when you are booked in.

#### Cancellation Policy:

In the event of cancellation, we require no less than 2 months' notice for you to receive a full refund. Any cancellation made after this time; we will refund the damage deposit however will retain the hire fee until we can the fill the room again. If in the event we cannot fill the room after your cancellation, we will retain the hire fee cost.

#### Fire Safety:

Fire exits are clearly visible throughout the premises. Please ask a member of staff if you are unsure of their whereabouts.

#### Terms & Conditions of hire, and your guests:

As part of our booking process, all hires are required to acknowledge these terms & conditions beforehand and inform their guests of any conditions of hire which may affect their attendance including licensing curfews for children, entertainment and venue accessibility.

Most importantly:

We look forward to discussing plans for your big event and hope you have a wonderful time with us here at the Railway.