



TERMS & CONDITIONS 2020

By signing the booking form you are agreeing to these terms and conditions, and your guests understand these terms and conditions.

Security Deposit & Refund Policy

A £60 security deposit is taken for evening hires to secure the booking which is to hold the date and for small breakages and damage and will be returnable from the day after the hire. It does not provide insurance should damage of a larger scale happen during your event. The hire fee must be paid at least six weeks before the hire commences. The £60 security deposit is non-returnable until the full balance has been paid and the hire has taken place with no terms breached. Cancellations may only be refunded if a booking is cancelled by us and remains at our discretion taking any exceptional circumstances into account.

Cancellation Period

If the Hirer wishes to cancel they must inform The Two Brewers, in writing by email, minimum of six weeks before the first date of the period of hire. If you cancel before six weeks prior to the booking you will not be obliged to pay the balance.

No Smoking Policy

This is a No Smoking building, smoking is not allowed in any area within the building.

Bar

A staffed bar in the Malt Room is provided at the discretion of the management dependent on usage and numbers and is not part of your hire fee. We reserve the right to close the bar if we feel it is not cost effective, however there will be a bar in the main pub operating to usual opening hours. The Malt Room operates a cash bar only. Please make sure your guests are aware and there is an ATM opposite the pub at Tesco. Card facilities are available during the main pub's usual opening hours.

Room Layout Arrangements and setup access.

You must not block any exits or access to emergency equipment. Chairs and tables can be provided, however if you require more than we can supply, you will be expected to source them yourself and arrange delivery on the day of hire at a time convenient to The Two Brewers. Daytime hire begins at 12noon, evening hire begins at 7pm. Prior access to set up can be arranged, please discuss with our staff.

Fire Safety & First Aid

The building is equipped with fire alarms. A member of staff will be present at all times and will guide you and your guests to a safe place in the event of a fire. A first aid kit is available on site.

Health & Safety & Fire Risk Assessments

You may need to complete both Health & Safety & Fire Risk Assessments for your event, we will inform you if this will be required by yourselves. Copies of both documents must be filed with Two Brewers at least one day before the hire period begins. We will risk assess each event and if this results in additional resources, eg door staff then additional costs may be incurred.

Equipment/ outside entertainment

Where you are hiring the PA please bring specific adapters you might need for your music device to link with our system. Any external equipment brought in must be PAT tested. You're welcome to provide your own outside entertainment (eg DJ/ band) however you must allow for their set up and clearing down time in your hire period. Windows and doors must be kept shut when amplified music and entertainment is provided.

Catering

Catering requirements should be finalised and paid for in advance of the booking. Please discuss your requirements with our staff.

Cleaning

It is the responsibility of the hirer to ensure the room(s) used are left in a reasonably clean and tidy condition as they were found, and any contents temporarily removed from their usual positions replaced. Breakages and damages must be reported. Subject to the review of the Condition Report, the security deposit may be retained to cover the costs of repair/ replacement. **We do not allow confetti to be used in the room as it's particularly difficult to clean. If this is essential to your event, a cleaning fee will be charged at the point of hire.**

Under 18s

Supervised children are allowed at any time and are the sole responsibility of the designated supervisor/ hirer.

Insurance

We have our own Employer and Public liability insurance. Following risk assessment we will determine whether any additional insurance is to be taken out by yourselves.

Other Information

The Two Brewers is situated in close proximity to residential areas so please be respectful of local residents and please keep sound at a respectful level and keep doors closed once activities start.

If the Hirer is in any doubt as to the meaning of anything of the above, they should consult The Two Brewers immediately.