

Private Hire of the Island Bar Restaurant
- The ideal location for your function

Exclusive hire terms and conditions

- The premises consist of two floors which can hold up to 150 people each. We are able to cater for a sit- down meal for up to 120 people on the top floor and for 80 people on the ground floor. We can also offer buffet options.
- There is no room hire charge, giving you the opportunity to use your budget fully for your function. However, there is a minimum spend depending on which day of the week your function takes place, reflecting the revenue we would normally have when the bar and restaurant are fully open:

Sunday – Thursday - £2,500

Friday-Saturday - £3,000

All your expense on food, drink, DJ, decorations, etc. will count towards the minimum spend. If you do not reach the minimum spend by the time your function ends, your deposit will not be refunded.

We are able to update you on the takings anytime during your function. If you reach your minimum spend, your deposit will be refunded on the following working week.

Food and alcohol must not be brought into the premises by the customers.

- You can hire our in-house DJ for your private function. The DJ usually plays for 4 hours (normally 8.00pm-midnight) and the cost is £250. If you would like the DJ to play longer, there would be an extra charge of £25 per hour. We are only able to use our in-house DJ due to our license requirements to control the sound and volume levels.
- Last orders at the bar are at midnight, with the drinking up time being 12.30am. Should you wish to extend your finish time beyond this, we can apply for an extended license from the local authority. There are a limited number of Temporary Events Notices we can apply for in one year, so this might not be always possible. Island Bar Restaurant cannot guarantee the issuance of a late license extension, as this is at the discretion of the local authority. There is a charge of £250 for the Notice.

Processing a late night license requires time and the payment should be made a month in advance before the event.

- The menu selection for your party needs to be pre-ordered, and the table plan and the information for name cards should be provided minimum 2 weeks prior to your function.
- To book a function, you will need to accept and sign our Terms & Conditions and return it to us with a £500 deposit. This will secure the date and reservation of your event. Paying the deposit means you have accepted our terms and conditions. A booking form provided will have to be filled and returned to us at least 2 weeks before the function. Otherwise Island Bar Restaurant will not be responsible for fulfilling your requirements.

Island Bar Restaurant cannot guarantee your requested date until the deposit and signed Terms & Conditions have been received.

- If you cancel a booking 90 days prior to your function, your deposit will be refunded in full. After that date your deposit is non-refundable.

Cancellation Policy

The following charges will apply upon cancellation of a function;

Within 14 days of function; full payment of total estimated cost.*

Within 15-30 days of function; 75% of total estimated cost.

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*Estimated cost is the estimated amount detailed on the function booking form.

- The total balance is payable two weeks prior to your function (unless otherwise arranged and confirmed in writing by Island Bar Restaurant). In case of not receiving the full payment, your booking will be cancelled and the deposit would be non-refundable.

The organisers of the function are responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. Island Bar Restaurant also reserves the right to call short a function if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.

We reserve the right not to serve alcohol to any customer who appears to be under the age of 18 and fails to present valid identification.

CCTV is in full operation on the premises. If Guests are identified removing any items belonging to Island Bar and Restaurant, the management will contact the client for the return of the items or payment to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary.

I hereby confirm that I have read and accepted the Terms & Conditions

Signature: _____ Date: _____

Name: _____ Date of Function: _____