

Terms & Conditions for Event Room Booking

1. Booking & Confirmation

- A booking is considered provisional until the venue confirms availability in writing, and a non-refundable deposit of £20 is received. Deposit must be paid in person at the Coppice Café following review of the enquiry form.
- The venue reserves the right to decline or cancel any booking that does not meet its policies or safety requirements.
- The person submitting the booking form must be aged 18 or over and accepts responsibility for the event.

2. Payment & Fees

- Full payment must be received 7 days prior to the event, paid in person at the Coppice Café.
- Late payments may result in cancellation.
- Additional charges may apply for extra equipment, extended hours, cleaning, or damages.

3. Cancellations & Amendments

- Cancellations must be made in writing.
- Cancellation fees may apply depending on how close to the event date the cancellation occurs.
- Any changes to the booking (times, room layout, equipment) must be approved by the venue and may incur additional charges.

4. Use of the Room

- The room may only be used for the purpose stated on the booking form.
- The hirer must ensure that the event does not exceed the maximum room capacity. Room capacity for the Event room is 40, and a maximum of 100 for the Bar Area.
- The hirer is responsible for the behaviour of all attendees and must ensure that noise levels are kept within reasonable limits.
- The room must be left in a clean and tidy condition. Failure to do so may result in cleaning charges.

5. Equipment & Facilities

- Any equipment requested must be booked in advance and is subject to availability.
- The hirer is responsible for ensuring that all equipment is used safely and appropriately.
- The venue is not liable for technical issues with equipment not supplied by the venue.

- Nothing is allowed to be placed on the walls without prior consent from the venue.

6. Health, Safety & Security

- All attendees must comply with the venue's health and safety policies, including fire evacuation procedures.
- Emergency exits must remain clear at all times.
- The hirer is responsible for providing adequate supervision for children or vulnerable adults.
- The venue is not responsible for loss or damage to personal belongings.

7. Food, Drink & Catering

- External catering may be permitted only with prior approval.
- Alcohol may only be served or consumed in accordance with the venues license conditions. Last orders will be 30 minutes before booking end time.

8. Damage & Liability

- The hirer is liable for any damage caused to the room, furniture, equipment, or building during the booking period.
- The venue accepts no responsibility for injury, loss, or damage arising from the event unless caused by the venue's negligence.
- The hirer may be required to provide proof of public liability insurance for certain events.

9. Access & Timing

- Access to the room is only permitted during the booked times.
- Additional charges may apply for early access or late departure.
- The venue reserves the right to enter the room at any time for safety or operational reasons.

10. Compliance

- The hirer must comply with all relevant laws, including licensing, noise regulations, and safeguarding requirements.
- The venue reserves the right to stop any event that breaches these terms or poses a safety risk.