FUNCTION Terms and Conditions

- Set Menu, finger food selections and numbers must be confirmed as far in advance as possible and no less than 10 days prior to the function.
- Minimum Spend Amounts for private room bookings must be paid 10 days in Advance.
- Confirmation of final numbers is required a minimum of 10 days prior to the function date.
- Cancellation of bookings within 5 days of the date will incur a fee of 100% of monies paid.
- Bookings must arrive at the agreed time to secure their space. The area will be held for a maximum of 15 minutes after which the area will be released to the public and any pre-payments will be forfeited.
- The Plough and Harrow Hotel practises responsible service of alcohol and require guests to respect and adhere to the laws relating to intoxication and responsible behaviour.
- The Plough and Harrow Hotel reserves the right to request valid identification. Minors under the age of 18 years (including babies & toddlers) are allowed in approved areas of the Hotel in the immediate vicinity of a responsible parent or Guardian.
- Please feel free to bring table decorations to give your function a personal touch. No Table scatters are allowed and any other decorations must not in any way damage the existing décor of the hotel or you will be liable for repair costs.
- Our dress code is smart casual. If you are planning on having a fancy dress party, please discuss this with management prior to the function. Fancy dress will not be permitted in most cases. Management reserves the right to refuse entry to patrons wearing potentially offensive clothing.
• We do not allow DJ’s but we can if given enough notice, organize a live soloist through our booking agency to play a mix of easy listening music. Any live entertainment must be paid for 10 days in advance by the customer.
• We do not allow any food other than an Event Cake to be brought into the Venue.
• The Plough and Harrow Hotel will take due care, however does not accept responsibility for any items bought into the venue by the client or their guests. It is the client’s responsibility to ensure the security of the equipment and their guests possessions.
• Gifts and presents bought into The Plough and Harrow Hotel in the form of alcohol will be kept in the office for the duration of the function and will need to be taken off the premises before 11pm alternatively collection can be arranged the next day or another suitable time.
• Daytime Functions must have cleared the room by 4.45pm to allow suitable time for staff to clean and set up for evening bookings. For Evening bookings you are allowed into the room to set up ½ hour before your booking and when leaving the hotel is open till 2am and your event must be cleared by 2.15am. The room that you have booked for your event will be become available for public use from 12am. We ask our guests to leave in a quiet and orderly manner in respect of our neighbours as we are located in a mixed commercial/residential area.

I …………………………. Acknowledge the above mentioned terms and Conditions with regard to my Function Booking.

Customer Signature ……………………………………………………………………………..

Date…………….