

# THE RECTORY

ST PAULS SQUARE  
BIRMINGHAM



## Minimum numbers and costs.

Our charges are based on events with private bar facilities for up to 5 hours.

A minimum number of **50** guests are required for weekday events

A minimum number of **75** guests are required for Friday and Saturday events.

### **Monday to Thursday events:**

Without a buffet the room hire cost is £100.

If a buffet is taken for at least 50 guests then there is no room hire charge.

### **Friday and Saturday events:**

A buffet must be taken for at least 75 guests and there is no room hire charge.

### **Sunday events:**

A buffet must be taken for at least 50 guests and there is no room hire charge.

## Booking & Payments:

We would require a deposit payment of £100 to secure the room. This payment is non-refundable in the event of cancellation. Full payment is required at least 21 days before the date of the event. If a buffet is taken, this also requires full payment 21 days before the event.

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## Frequently asked questions:

### **What is the capacity of the room?**

The capacity of the downstairs rooms is 120. For the safety and comfort of guests, this limit is strictly enforced. Where we specify minimum numbers of guests, this relates to adult guests only.

### **Is there any disabled access to the room?**

Unfortunately the only access to the room is by the spiral staircase so regrettably there is no disabled access.

### **Do I need to have a buffet?**

For Friday, Saturday or Sunday events you must take a buffet. For weekday events a buffet is optional. When a buffet is taken it must be taken for the full number of guests you are expecting as we plan it on a per-person basis. We do not recommend planning to cater for fewer than your expected number of guests.

### **Are there events that you do not accept?**

We don't take bookings for 18<sup>th</sup> or 21<sup>st</sup> birthdays, or commercial events where tickets are sold or an entry price charged. We also don't accept bookings for children's parties or similar events.

### **Can we provide our own outside catering?**

No, only buffets provided by us can be taken.

### **We'll have a big spend on the bar, can this reduce the room hire cost?**

Unfortunately not. Our pricing is already based on party events with full use of the bar. We publish our prices in full so there are no hidden costs and do not deviate from the published tariff.

### **What if the published costs for room hire or buffets change?**

Our prices do change from time to time, when you book and pay your deposit you have fixed the price of your event so the price you pay will not change.

### **Are children allowed?**

Children are permitted in a private function but must be under adult supervision. Where we have our requirement for a minimum number of guests, this only counts adult guests.

### **What can we do for music?**

You can either hire your own DJ, or use an iPod or similar device to plug into our system. A DJ should always contact us beforehand so we can go through any technical requirements with them in advance.

### **Why are costs higher for weekend events?**

When the rooms aren't used as function rooms, they are using as our main restaurant area on weekend evenings. For us to hire the room for a private event, we have to lose this restaurant trade, so for this to be viable for us, we do need to charge more and have a requirement for a larger minimum number of guests

### **Can my event finish later than midnight at weekends?**

We find that for most events, the midnight finish adequately suits the hirers' needs as many of the guests will be ready to call it a night. Our main bar does stay open until 1am if some remaining guests want to party a little longer. If you do want a longer private event then there will be extra hire costs as we would usually require to engage door security for the duration of the event.

### **Can I decorate the room?**

Yes but only with sticky tape or blu tac on door frames and mirrors. You can see examples on our website of how decorating the rooms can be done. If you require early access to the rooms you should arrange this with us in advance.

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## **Room hire terms and conditions:**

All bookings are taken subject to the terms set out below. In making a booking the hirer confirms understanding and acceptance of all of these terms.

Bookings are only confirmed on payment of the required deposit. Deposits are non-refundable in the event of cancellation. Full payment will be payable at least 21 days before the date of the event. Payment for any buffet is required 21 days before the event.

Bookings will be confirmed by us by email. The published charges and requirements in operation at the time of booking will apply, regardless of any subsequent changes to charges or requirements. A different tariff is published for parties in the weeks up to Christmas.

The maximum capacity of our two rooms combined is 120 people. This maximum is enforced for licensing requirements and the safety and comfort of your guests, we will not allow this maximum to be exceeded. Higher minimum numbers apply for events on Fridays, Saturdays and other premium days, the minimum number refers to numbers of adult guests. Our private rooms are accessed only via the spiral staircase, the hirer must consider this access restriction before booking. Children are allowed in the function room during an event but not in other areas of The Rectory. Children must be under the constant supervision and control of a parent or guardian. No-one under 18 is permitted to purchase or drink alcohol and no-one can purchase alcohol on their behalf. We operate the Challenge 25 policy, people without recognised proof of age will not be served and may be requested to leave.

We do not hold 18th or 21st birthday events, children's birthday parties, events where tickets are sold, events for commercial gain, or events specifically aimed at children. We reserve the right to refuse a booking.

A single event will generally last no longer than 5 hours. Our charges are based on this duration, longer events may be possible in some circumstances but will incur charges and require door security which will also incur charges for the whole event.

Any buffet will be delivered at a pre-arranged time and any food remaining after one and a half hours will be removed for disposal after one hour to comply with food safety requirements. No part of the buffet to be taken away for consumption off the premises. Only food provided by The Rectory can be available. The only exception would be for an individual cake such as a birthday or wedding cake. No other cakes, sweets, snacks or other food items can be brought in.

Bookings requiring doorstaff are accepted on the provision that suitable, licenced doorstaff will be available on that date.

If a DJ is used this must be agreed by us at the time of booking. A DJ will require their own equipment, we recommend DJs to get in touch with us before an event to discuss things like access requirements and equipment. The room does have noise limiters, meaning that if the noise levels go above a certain level the power is cut to the music. DJs will need to have up to date electrical safety certificates for all the equipment they intend to bring and show us evidence of this. Equipment such as smoke machines cannot be used under any circumstances. All equipment must be removed at the end of the event and not left overnight. For a simple alternative an iPod or similar device can be used on our system. In any case we need to know what is planned in advance so that the all the technical settings can be done in advance.

No decorations can be attached to the walls because of the damage that can be done to those surfaces. Blu-tac or sticky tape can be used on door frames and mirrors. Free-standing balloons and other free standing decorations are allowed. We do not allow the use of any table confetti - this permanently stains the tables when it gets wet! If you need to decorate the room before the party you must agree access times with us beforehand as early access is not always possible. Any decorations or other items left over after the room has been vacated will be disposed of.