

THE RECTORY

The Rectory
50-54 St Pauls Square
The Jewellery Quarter
Birmingham B3 1QS

0121 605 1001
www.rectorybar.co.uk
info@rectorybar.co.uk

TERMS AND CONDITIONS.

MEALS

When booking meals in advance it is important to realise that our menus change seasonally. Bookings made in advance may be subject to menu alterations, we may therefore substitute equivalent items depending on the menu in operation at the time of the meal, this applies even for preordered meals. If the menu available has substantially changed between the time of booking and the actual date of the event either party will have the option to cancel the booking and monies will be refunded.

Pre-ordered meals must be ordered no more than one week prior to the event to allow for menu changes but at least three working days prior to the event. Failure to provide a preorder when requested may result in the booking being forfeited. It is your responsibility to ensure we have this information. A pre-order must include guest names alongside their complete selections to allow for efficient service.

Parties must arrive on time as meals will be served at the time agreed. We cannot guarantee to hold any table beyond the booked time. Failure to arrive on time may result in the booking being forfeited along with all deposit or balance payments already made. Table confetti is not permitted.

Tables will be presented with one bill for payment at the end of the meal, separate bills cannot be provided. When payment is by credit card, full payment is required from a single card. Payment will be required for the total number of meals booked, regardless of the number that actually dine, unless we are advised of a change in numbers before the table is seated.

Deposits and payments made in advance are non-refundable in the event of cancellation or reduction in numbers.

Additional requirements may apply for special or seasonal menus.

Meals during December

Details or additional requirements are contained within the booking information for December meals. Full payment, including service charge, must be made by the last Monday in November. It is a requirement for the booking that a full preorder for tables of 6 or more shall be provided to us by the last Monday in November.

THE RECTORY

The Rectory
50-54 St Pauls Square
The Jewellery Quarter
Birmingham B3 1QS

0121 605 1001
www.rectorybar.co.uk
info@rectorybar.co.uk

TERMS AND CONDITIONS.

PARTIES

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. Payment for any buffet is required one month 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.

Bookings are taken on the expectation and assurance by the hirer that the minimum bar spend required can be realistically achieved. We encourage responsible drinking and retain the right to refuse service. Deposits can only be considered for return if the agreed minimum is achieved. Only purchases made on the function room bar for drinks consumed on the premises during the function contribute to the total, purchases on the public bar and tobacco products are excluded. Servers are not able to give a running total of the bar takings at any particular time. A manager will be able to advise when the required takings have been achieved but detailed till reports or breakdowns cannot be given. The decision of the manager shall be final in all circumstances. The hirer accepts responsibility for any loss or damage incurred to The Rectory during the event due to the acts or omissions of themselves or their guests, and accepts that reasonable payment may be withheld from any returned deposit. The manager's decision on the return of deposits is final in all circumstances. The return of any deposit will be made within seven days by bank transfer or cheque payment only.

The maximum capacity of the two rooms combined is 120 people. This maximum is enforced for licensing requirements and the safety and comfort of guests, we will not allow this maximum to be exceeded. 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. The normal end time of an evening event is midnight. Extensions to this will be at the manager's sole discretion.

Any buffet will be delivered at a pre-arranged time and anything remaining will be removed for disposal after one hour to comply with food safety requirements. No part of the buffet to be taken away. 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 or snacks can be brought in.

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 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, door frames or mirrors at all because of the damage that can be done to those surfaces. No blu-tac, sticky tape or pins can be used. Free-standing balloons and other free standing decorations are allowed. We can't 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. Damage caused by decorations may result in, although may not be limited to, all or part of a deposit being forfeited.

Parties in December

A 50% payment is required at the time of booking in order to secure a reservation. Payment of the balance must be received by the last Monday in November. Payments are non-refundable in the event of cancellation.

THE RECTORY

The Rectory
50-54 St Pauls Square
The Jewellery Quarter
Birmingham B3 1QS

0121 605 1001
www.rectorybar.co.uk
info@rectorybar.co.uk

TERMS AND CONDITIONS. VOUCHERS AND OFFERS

All offers are subject to alteration or cancellation without notice.

Offers are subject to the restrictions advised at the time of issue or contained on the voucher.

Using a voucher or offer implies acceptance of all terms and conditions attached to its use. Vouchers remain the property of The Rectory. We reserve the right to refuse service or admission without reason. Offers and products are subject to availability, we may substitute items of equal value as necessary. No voucher can be used in conjunction with any other voucher, offer or discount. Before using a voucher or offer you are advised to check beforehand that it is acceptable. Discount vouchers cannot be used on set price menus, special menus or seasonal menus. Vouchers have no cash value and no change can be given for part-used vouchers. All vouchers are valid until the date shown on the voucher or for 1 month after issue if not specified on the voucher.

Discount card schemes may be withdrawn without notice. No discount is applied to an existing promotion, discount or offer.

September 2014