



DRY HIRE ONLY

Our venues have a highly reputable in house catering team providing typically English catering. With this in mind, we have introduced a venue hire only option allowing customers to use their own preferred caterer, venue stylist and provide their own alcohol.



Please call our sales office for prices and further information
01322 613900



TERMS AND CONDITIONS

Caterer

Full contact details of your caterer, along with a copy of their public liability insurance and food hygiene certificate, must be provided prior to confirmation of booking. Only bookings with reputable caterers will be accepted. Caterers will be expected to use their own utensils and ensure all surfaces, including the floor, are left as found. Cleaning materials, mop, broom and rubbish bags will be provided. A holding deposit of £500 will be taken for all bookings using our kitchens. This will be returned to the hirer after the function provided the kitchen is returned hygienically in the same condition as hired.

Room Set Up

Tables and chairs will be provided. The hirer is responsible for the room set up and movement of furniture, if required to create a dancefloor.

Equipment

The hirer must make arrangements to collect any catering equipment, decorations and personal belongings within 4 weeks of the function, after such period items will be disposed.

Safety and Security

The hirer is to ensure that fire and safety regulations are adhered to at all times. A member of The Alexandra Suite staff will be on site throughout the function to assist with any emergency that may arise. The hirer is responsible for the security of the building and their possessions.

Payment

A deposit of £500 is required to confirm your booking. The balance of payment, along with a holding deposit of £500, is required no later than 14 working days prior to the function.



THE ALEXANDRA SUITE

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