



**Private Events  
Terms & Conditions**

1. All bookings are subject to these Terms & Conditions.
2. Minimum spends apply to all parties requiring exclusive use of any area of The Victoria. In the event that the minimum spend is not reached, the outstanding balance will be charged as a room hire charge. The minimum bar spend that is applicable to your event will be confirmed in writing by the General Manager and varies depending on the date the booking is required.
3. A deposit of £200 is required to confirm the reservation. A reservation is only confirmed once we have received a signed copy of the terms and conditions together with the deposit. If you are eligible to a refund of your deposit (in full or in part), this will become available from the day after your function begins. This is to allow us the opportunity to total up your full spend for the evening and to ensure there is no damage to the room or area you have reserved.
4. We will require you to settle your bill in full at the end of your event.
5. In the unfortunate circumstances that you have to cancel the confirmed booking at any time prior to the event, The Victoria will make every reasonable effort to re-sell the facilities on your behalf. However, in the event that we are unsuccessful, The Victoria's cancellation policy is to levy the following cancellation charges:  
0-2 months in advance of event, the full deposit will be charged;  
2+ months in advance of event, no fee will be charged;  
  
Cancellation should be advised to the management of The Victoria in the first instance verbally. You should confirm cancellations in writing within 24 hours. If we successfully secure alternative business, your deposit will be refunded in full
6. Only beverages and food supplied by The Victoria are permitted for consumption on our premises, unless agreed otherwise in advance.
7. Please note that we reserve the right to charge in full for anything (including flowers) removed from the room and for any damage sustained to the room or furniture within. You may not affix display items to any fixtures, fittings or walls without prior consent of The Victoria, and you will be liable for any damage to the décor of the venue.
8. When using the in house audio system the settings are not to be adjusted. Any damage to the equipment due to excessive volume, or any adjustment to the system's levels may incur the cost of a sound engineer to correct or repair the equipment.
9. In the event that you wish to bring in entertainers of any kind, or any person on a contract basis to be part of your event, this must first be approved by The Victoria.
10. VAT is included in all prices.

**I note these terms and conditions and agree to them.**

DEPOSIT METHOD (eg Cash, Credit Card) \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

DATE/TIME OF FUNCTION: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_