

### Confirmation

- The individual(s) who are named on the Event Sheet will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Final numbers, food pre-orders, and special dietary/access requirements must be received by Racks at least 14 days in advance.
- Children under 16 must be accompanied by adults at all times.
- Racks reserves the right to refuse admittance at all times or to remove any persons whose behaviour is considered inappropriate.

### Deposits and Payment

- To secure a booking we require a deposit of £10 per person. This deposit will be taken off your final bill, except in the case of cancellations/alterations as mentioned below, damage to Racks as mentioned below, or failure to hit the specified minimum spend (where applicable).
- The remainder of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer at least one week before the date of the event.
- A discretionary 10% service charge on food will be added to the bill.

### Cancellations and Alterations

- All alterations and cancellations must be made in writing to the venue via email.
- In the event of cancellation, the deposit will be non-refundable.

### Opening Times

- On Fridays and Saturdays, the bar will remain open until 12AM with twenty minutes 'drinking up time'. On week days, the bar will remain open until 11PM with twenty minutes for 'drinking up time'. On Sundays, it will close at 10:30PM and drinks must be finished by then.
- All guests will be requested to leave the premises at this the time of closing.

### Liability

- Racks shall not be held responsible for any loss or damage to any property belonging to or brought onto the premises by any person, save as required by law. Racks is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.
- The Client is responsible for the collection of all belongings within 48 hours of the event. After this time Racks reserves the right to dispose of uncollected items.
- Racks shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event to be interrupted.
- The Client is responsible for all persons who attend the event and shall be responsible for any damage caused to the venue, its furnishings and equipment. The Client will be made aware no later than 48 hours after the event of any chargeable damage and an invoice will be raised.
- Racks reserves the right to keep the security deposit in the event of cancellation and/or damage.
- The Client shall indemnify Racks, its agents and employees and assigns from all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of the failure of the Client to perform or comply or procure compliance with the terms of their booking and their legal obligations generally.