

THE OLD  
**REGENT**  
BALLROOM

A non-refundable booking fee of £100 for evening parties or £300 for weddings is payable at the time of confirming your booking for a function.

- This is payable at the time of booking to secure your date. Booking fees paid will be deducted from the final quotation agreed.
- Final payments are all due eight weeks before your event date.

For all catering requirements, please confirm your requirements in writing with your full and final payment eight weeks before your function date.

Our bank details are available on request.

- Only food and drinks purchased from The Old Regent Ballroom be consumed at your event. We allow just one celebration cake to be brought in.
- We do not allow any cupcakes.

If you are requested to provide a damage deposit, this will be returned to you at the end of the evening in full providing there are no damages.

Photographs may be taken by a member of staff on behalf of The Old Regent Ballroom at your event and used for publicity purposes. Please let us know if you do not give permission for this.

The venue must be clear of all personal effects, decorations, props, gifts at the end of your event evening.

- Due to the delicate decoration of our venue, we request that you do not use blue tack, sellotape, sticky pads or similar products for hanging decorations or photographs. Table confetti, crystals and sprinkles are all not permitted. Please make us aware of an external suppliers, florists, entertainers etc. one month prior to your event. Additional charges may apply for some suppliers. All waste created by your supplier or products used by your supplier must be removed by them.

We do not allow guests to bring any food or drinks into the venue. If empty bottles are found, the value is charged to the hire of the room and guests asked to leave.

Bag searches may be carried out by our staff at your event.

We operate Challenge 25. If guests appear under 25 they will be asked for I.D if buying or drinking alcohol.

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The fire exit doors are to remain closed until the music finishes at the end of the evening. Fire regulations state that both sets of stairs must remain clear at all times.

Children are welcome in the venue and are your responsibility. Children below the age of 16 are not permitted outside the event room without an adult.

Your entertainer, DJ or band must be a professional with all their own equipment lighting and tables. They must have the appropriate Public Liability Insurance and current PAT tested equipment. The DJ must cease playing the music at the agreed end time of your party.

We do not host any parties for under 25s even if shared as a joint party. The description of the party must be accurate on the booking form. We reserve the right to cancel any event at any time, without refund, if the purpose of the party changes without our agreement

### *CANCELLATION POLICY*

If you cancel your booking within 16 weeks of the event, a 50% charge of your original quotation will apply.

If cancelled within 8 weeks of the event the full amount of the original quotation will apply.

**Full and final payment must be made eight weeks prior to your event.**

Please let us know as soon as possible if you need to cancel your booking with us or if the details change significantly.

Please refer to our website [www.theoldregentballroom.com](http://www.theoldregentballroom.com) for further details and our FAQ's page.