

## FUNCTIONS at Insole Court 2019/2020

<b>Timing</b>
<ul style="list-style-type: none"><li>• <b>Reasonable hourly rates (booking hours <u>must include</u> set-up &amp; clear-away time).</b></li><li>• Party away until 11pm, with additional time available to clear up at the end of your party.</li><li>• As we don't ordinarily open on a Friday or Sunday evening, please note that a minimum spend of £150 hire would need to be reached to secure the evening.</li></ul>
<b>Spaces</b>
<ul style="list-style-type: none"><li>• We are able to welcome parties with a max capacity of 90 stood/75 banqueting.</li><li>• We have spaces of different sizes available to suit all types of events.</li></ul>
<b>Catering</b>
<ul style="list-style-type: none"><li>• Bring your own cold food (there is no facility for heating food).</li><li>• Opt to use one of our external caterer.</li><li>• You are not able to use a caterer of your choice that needs kitchen access, power or to set-up onsite.</li></ul>
<b>Drinks</b>
<ul style="list-style-type: none"><li>• Book our in-house 'Bar Cici' or an approved events cash bar (charged at an hourly rate).</li><li>• Bring your own alcohol with a corkage charge (£5 per bottle or wine/bubbly, £5 per 3 cans/bottles of beer, £15 per bottle of spirits) payable on the day of your event.</li><li>• You are not able to use a bar provider of your choice that needs kitchen access, power or to set-up onsite.</li></ul>
<b>Facilities and Furniture</b>
<ul style="list-style-type: none"><li>• Wifi available on the entire site.</li><li>• High quality AV available in certain rooms.</li><li>• There are a generous number of WC's onsite, some with disabled access and baby changing facilities.</li><li>• Well-designed and comfortable furniture is included in the price. Please bring your own table coverings if you feel it's necessary.</li><li>• Requested furniture will be left in the room for you to arrange yourself unless you have specified otherwise.</li><li>• Free on-site parking at a first come, first served basis.</li></ul>
<b>Limitations</b>
<ul style="list-style-type: none"><li>• Decorate the room as you wish, however nothing can be attached to walls. Fixed hooks are available for use in some rooms.</li><li>• No candles</li><li>• No confetti.</li><li>• No smoke/dry ice machines can be used.</li><li>• No balloon releases.</li><li>• No bouncy castles or trampolines.</li></ul>
<b>Additional Fees</b>
<ul style="list-style-type: none"><li>• Bookings must be paid for in advance.</li><li>• Events with alcohol, which are finishing after 9pm incur a supplementary £100 security personnel fee.</li><li>• There is a £100 clear-up option available if you'd rather our staff tidied your decorations after your event. This must be pre-arranged and paid in advance.</li><li>• We ask that you leave the room in the same condition as you found it. A cleaning charge will be applied if the room is not left in a suitable condition.</li><li>• We are happy to dispose of some waste on your behalf but as there are cost implications to us for waste disposal we would appreciate it if you were able to take your rubbish home with you.</li></ul>

T&C's apply.

Contact: Heledd Jones / [heledd.jones@insolecourt.org](mailto:heledd.jones@insolecourt.org)