**Room Hire Terms & Conditions.**

* Your room hire receipt is both **proof of payment** and your record of booking date and room, please check and keep safely.
* **Full payment of the room hire** is required to secure any bookings.
* In addition to the room hire a security bond is required for each booking. This must be paid **no later than 7 days before the function** takes place.
* Full repayment of the bond will be given **24 hours after the event** subject to all terms & conditions being adhered to.  A checklist is available in case of any discrepancy.
* The hirer of the room will be responsible to LMWI for the conduct of all guests and is also liable for any damage to LMWI that their guests may cause.  In the unlikely event that an emergency service has to be called, the hirer will be the point of contact.
* Room hire charge is **non-refundable in the event of a cancellation**; however, security bonds are refundable in the event of a cancellation.
* LMWI reserve the right (with due notice), to cancel any function if they believe that the booking is not appropriate or booked with incorrect information i.e., regarding age of party.
* Leigh Miners is a rugby club, therefore throughout January – October we have regular matches on the pitch. Please be aware of this when booking the Lounge within these months, as there may be a match ongoing throughout your function. **Please be aware, where there’s a first team game on a Saturday you will not be able to access the Lounge any earlier than 5:30pm to set up for an evening function.**
* For all weekend evening functions, the **bar closes at 12.00 midnight**, with any music or entertainment to cease 30 minutes later. Last orders will be called 15 minutes prior to the bar closing**.** If you require a later bar, then please discuss with the Bar Manager.  If this facility is agreed, there will be an additional charge.
* LMWI management reserves the right to shut down the bar at any time due to misconduct of guests.
* As with all licensed premises the **only alcohol to be consumed is that bought over the bar** - therefore, for any function where gifts are brought they must all be left on the designated gift table.
* To ensure the safety of all our patrons please note that if children are attending any function, then it is their parents' responsibility to ensure that the children remain in the room booked for the function.
* If LMWI deems that inadequate supervision of children is occurring that could potentially lead to their harm, then the party/parties will be asked to leave the premises immediately.
* Parents/guardians are to remember that LMWI is essentially an adult venue and therefore may contain hazards for children i.e., sharp table corners, broken glass. Please remember this when bringing children to an event.
* LMWI **does not accept responsibility for any lost property**. All items are left at owner’s risk, but Leigh Miners will keep items (where possible) for 7 days. LMWI accepts no liability for loss or damage to your property.
* LMWI **hosts parties from the age of 18 years**.
* **18th parties & 21st parties**  In addition to the room hire, £100.00 is required to pay for a doorman (supplied by LMWI) plus £100.00 security bond. All young guests attending such parties are required to provide proof of age, and then are only allowed to purchase drinks for themselves.  Any refusal on the part of customers to comply with the above may lead to the non-return of the bond.
* If customers are hiring entertainments such as a bouncy castle, bands or DJ's; it is your responsibility to check that they have the correct insurances; as any accidents or incidents resulting from the use of such entertainments does not come under LMWI insurance liability.
* Banners and posters are not to be put up on any walls or doors due to damage caused to the interior walls etc. They may be permitted across the bars and anywhere else that has a wood finish with the use of Blutack - the bar supervisor will show you if you are not sure.
* The use of any type of confetti is **not permitted** this includes table confetti and glass beads. The **use will affect any bond refund**.

**Catering**

* All buffet orders must be confirmed **at least 7 days before** your function.
* It is the responsibility of the customer to ensure all dietary requirements are stated upon booking.
* A **20% non-refundable deposit** is required to confirm all bookings.
* Full payment is required at least **7 working days before** the date of your function.
* For any functions booked at short notice i.e., less than 14 days prior to the function, the total amount is payable at the time of booking.
* Prices are based on a per head basis. The minimum amount of covers at any time is 25 for both hot and cold buffets.
* **All buffet trays are the property of Leigh Miners**, customers are not permitted to remove them from the premises. Alternative take home trays are available upon request.
* In the unlikely event of produce supply issues, Leigh Miners reserve the right to alter the menu accordingly to ensure high standards are maintained. Every effort will be made to minimise such variations.
* It is the responsibility of the customer to ensure that the recommended consumption time of the food is observed. Any remaining food will be disposed of by staff in accordance with Safer Foods Better Business guidelines.

**Self-Catering**

* **Self-catering** is allowed.  Please note that if you are providing your own catering, then you will also need to provide all other items such as cutlery, plates, napkins etc
* All items must be cleaned away and disposed of, or, taken away **before you leave** the function.  Waste bins are available on the car park. Failure to clean up catering which is provided by the customer **may affect any bond refund**.
* LMWI is not liable for any items belonging to outside caterers or catering companies.
* LMWI does not permit outside caterers or catering companies to access the site directly. It is the responsibility of the customer to organise delivery of their buffet.
* **Outside catering companies are not allowed on site.** It is the customers responsibility to ensure they bring their own buffet onto the premesis.
* Kitchen areas of LMWI are insured for **employees only**, therefore cannot be used by members of the public for any purpose, including the heating of food.
* It is a Food Standards Agency requirement that **cold foods stand for a maximum of 4 hours outside of refrigeration**, therefore, please ensure food is consumed and disposed of within this timeframe.
* It is a Food Standards Agency requirement that **hot foods stand for a maximum of 2 hours** once taken away from the heat source, therefore, please ensure food is consumed and disposed of within this timeframe.
* It is a Food Standards Agency requirement that all catering has 'traceability' therefore LMWI must make customers aware of whether the buffet is provided by us or by our customers.
* Any food a customer brings in as part of self-catering need to remember that it is the **customers liability with regards to allergies and dietary requirements**.