**Room Hire & Self-Catering Terms & Conditions.**

* Your room hire receipt is both proof of payment and your record of booking date and room, please check and keep safely.
* In addition to the room hire a **security bond is required for each booking.**
* Full repayment of the bond will be given **24hours 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.
* For all weekend evening functions, the bar closes at **12.00 midnight**, with any music or entertainment to cease 30 minutes later. If you require a later bar, then please discuss with the Centre 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. **If guests bring in and consume their own alcohol then any security bond may be affected.**
* 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 14 days but accept 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, a **minimum of £100** 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 of 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 posters etc 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.
* **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. **Please inform any caterers that you hire that all their equipment such as trays etc must be removed at the end of the function, as LMWI has no storage space available and cannot be held liable for items belonging to another trader being left on the premises.**
* 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 prepare and deliver and dispose of your buffet in accordance with these requirements.
* It is a Food Standards Agency requirement that hot food stands for a **maximum of 2 hours after heating**, therefore, please consider this when arranging hot food. Please deliver and dispose your buffet in accordance with these requirements.
* It is a Food Standards Agency requirement that all catering has 'traceability' therefore LMWI has to make customers aware of whether the buffet is provided by ourselves of by our customers.