

# Park House

## Key Features & Room Hire Charges

### Burges Restaurant

#### Key Features

A unique and atmospheric venue that is renowned for its grand and gothic inspired detailing

Can be used as one large space or sectioned into areas depending on the size of the party.

Seats 30 to 100 people for dining

Accommodates up to 200 people for drinks parties

Menus Available: À la carte, Private dining, Canapé and breakfast

Licensed hours are 11am - 2am

#### Room Hire Costs

##### **Sunday to Wednesday £350 +VAT**

with a minimum of 25 people dining on a 3 course menu.

If minimum spend of £2.5k is reached on preordered food and drink then room hire is waived.

##### **Thursday to Saturday £1250 plus VAT**

with a minimum of 50 people dining on a 3 course menu.

If minimum spend of £3.5k is reached on preordered food and drink then room hire is waived.

### Pinot Private Dining Room

#### Key Features

Located on the first floor with views of Gorswedd Gardens

Less formal than the main areas of Park House

Separate bar and dining area

Seats up to 36 for dining

Accommodates up to 60 people for drinks parties

Seats 40 for Theatre style presentations

Menus Available: À la carte, Private dining, Buffet, Canapé and Breakfast

Licensed hours are 11am - 2am

60" plasma screen for presentations

#### Room Hire Costs

##### **Monday to Sunday £160 plus VAT**

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### Yalumba Private Dining Room

#### Key Features

Small Intimate Private dining room

Seats up to 24 dining boardroom style

Own Bar

Menus Available: À la carte, Private dining, , Canapé and Breakfast

Licensed hours are 11am - 2am

50" plasma screen for presentations

#### Room Hire Costs

**Monday to Sunday £160 plus VAT**

### Vanilla Rooms Cocktail Bar

#### Key Features

Extensively stocked private bar

Bose sound system with Ipod connection

Outside seating(weather dependent) and smoking area

DJ booth – we can recommend a DJ or you can provide your own.

2am late license.

**Maximum numbers: 100 people**

Can be expanded to 200 capacity with a courtyard Marquee (POA)

#### Room Hire Costs

**Friday & Saturday £350 plus VAT**

**Sunday to Thursday £250 plus VAT or £0 with £1000 minimum spend on preordered food and drink.**

### Hire Times

Day Hire is 8am - 4pm

Night Hire is from 6pm - 2am

# Park House

## Terms & Conditions

### **PARTY BOOKING & DEPOSIT**

Confirmation of a booking date is only given when the booking form is completed and The Park House has taken full payment for the Room Hire or a £10 per person deposit.

Full Payment must be made within 7 days of provisional agreement or satisfactory communication with the Park House by the organiser. Failure to secure payment in full within 7 days or communicate with Park House will result in the booking slot being released to other parties.

### **CANCELLATION**

In the event of cancellation of your booking, we require 2 weeks' notice before the reservation date.

Thereafter the option to amend the room hire to a later date within a 3 Month period from the initial date of function will be available (the balance of the room hire cannot be transferred to anything other than future room hire within the 3 Month period).

If a £10 per person deposit has been paid, this amount can be transferred against the same or similar function within a 3 month period. This can not be split against numerous bookings/functions or used as credit within the restaurant or bar. All alterations are to be confirmed in writing by the organiser. Party organisers are requested to inform everyone in their party of this policy and to pass a copy of the terms to all attendees. All monies paid at the time of booking to secure an event/function is non refundable.

### **DIETARY REQUIREMENTS**

The Park House must be made aware of any dietary requirements made by the guest at the time of booking. Requests for dietary requirement changes will not be accepted any later than 48 hours prior to the function & Park House accepts no responsibility for guest's changes to dietary requirements on the date of the Function. It is the responsibility of the organizer to make the Park House aware of any and all dietary requirements for guests attending the function in writing no later than 48 hours before the event as catering cannot be adapted on the day.

### **MENU**

Pre-orders are required 2 weeks in advance of your booking. No changes of choices will be accepted within 7 days of the reservation. It is the organisers responsibility to inform Park House of any dietary requirements prior to the function/event. We advise organisers to bring a copy of individual orders for their own reference.

### **PAYMENT**

Unless otherwise agreed in writing with The Park House, payment for a function must be made in full within 7 days of Booking being provisionally agreed upon. Cash and all major credit cards are accepted and Company cheques accepted with prior arrangement.

Value Added Tax is included in all prices, at the current rate.

Park House does not run account services, all invoices for pre ordered food and drink must be paid for before the event. Any extra costs incurred must be paid on the day/evening once the event has finished before leaving.

### **EQUIPMENT**

It is your responsibility as the organiser to ensure that any IT equipment you bring is compatible with Park House equipment.

We advise all audio/visual technology be checked prior to the event.

Park House does not accept any liability for any equipment while at the premises. Any equipment left over night is done so at the organisers own risk.