



## TERMS & CONDITIONS

The below terms and conditions will apply in accordance with both in-house booking terms and conditions as well as those deemed within our premises license for **The Black Dog Ballroom New Wakefield Street** [11-13 New Wakefield Street, Manchester M1 5NG] and **The Black Dog Ballroom Northern Quarter** [Corner of Tib and Church Street, Northern Quarter, Manchester M1 1JG].

Management reserve the right to refuse service or entry to those deemed unfit due to the terms of our license. Bookings are subject to a verbal contract being made between the Hirer and the bookings team representing the venue and any specific requirements should be discussed between the above. Failure to comply with the rules of the house and subsequently the law will result in ejection from the building in any and every case.

### **1. Private Hire**

**1.1** Private hire is subject to time limitations as discussed and agreed with the bookings team.

**1.2** The person responsible for hiring the premises must be 18 years of age or over, and shall be the person who has consented confirmation of booking. This person is responsible for the payment of fees due in respect of the hiring and for the observance of all conditions of hire as herein stated.

**1.3** All attendees under the age of 18 must vacate the premises by no later than 7pm as deemed in the terms of our license.

**1.4** A hire fee or minimum spend agreement will be reached between the Hirer and the bookings coordinator. Hire cost or deposits must be paid to secure the booking. All remaining fees are to be paid promptly in advance of the event.

**1.5** The Hirer is responsible for any damage caused to Black Dog Ballroom property during the event including marks on walls, damage to seating etc. A charge to cover cleaning, repair or replacement, outside of regular cleaning covered by the venue, may be made by Black Dog Ballroom to the Hirer after the event.

**1.6** Decorations are only to be secured to the wall using blue tack. All decorations will be taken down once private hire ceases.

**1.7** The Hirer is responsible for the conduct and activities of all persons attending the event, Black Dog Ballroom reserve the right to refuse admission to, or eject any person deemed to be acting in an inappropriate manner.

**1.8 Fancy dress** is not allowed in either the Ballroom or the main bar and any guests wearing fancy dress will be refused admission. If unsure regarding any fancy dress items please contact the bookings team.

**1.9** The Hirer must notify Black Dog Ballroom at least five working days before the date of the event of the total number of people that will be attending the function, including food and drinks orders or any other requirements.

**1.10** Venue capacity numbers are to be adhered to by all event organisers. Security will be responsible for monitoring capacity levels and will allow entry accordingly.

**1.11** All pre-existing offers and discounts are monitored by the individual venue. Management reserve the right to refuse service and this promotion can be recalled at any time with valid reason.

**1.12** All event promotion is to be conducted by the event organiser. Artwork and advertisements must be discussed and approved by the bookings team and may be subject to terms and conditions.

**1.13** At Christmas a food pre-order (and/or large drinks pre-order) is required with all private hire bookings. All pre-orders must be paid for in advance of the event.

**1.14** All **cancellations** must be confirmed with no less than five working days prior to the event. Cancellations made closer to the event date will forfeit the pre-paid deposit or hire fee and may incur an additional charge.

## **2. Pool, Booth and Area Reservations**

**2.1** All Reservations made both online or through the bookings team are done so in accordance with our opening hours, license and door policy.

**2.2** All attendees under the age of 18 must vacate the premises by no later than 7pm as deemed in the terms of our license. We strictly operate a challenge 21 policy on the door and over the bar.

**2.3** The event organiser is responsible for the conduct and activities of all persons attending the event, Black Dog Ballroom reserve the right to refuse admission to, or eject any person deemed to be acting in an inappropriate manner.

**2.4** All equipment hired over the duration of the event will be secured with a pre-determined deposit. The hirer will be responsible for any damages or breakages made to any Black Dog Ballroom equipment throughout the course of their booking. Any specific electrical requirements **MUST** be discussed with Black Dog Ballroom before the date of the reservation as requests cannot always be met without prior notice.

**2.5** The Hirer must notify Black Dog Ballroom at least 72 hours before the date of the event of the total number of persons that will be attending the function including food and drinks orders or any other requirements needed.

**2.6** **Reservation times can only be held on site for a maximum of 15 minutes.** Any party that arrives more than 10 minutes late to their pre-arranged arrival time, without prior notification, may have their reservation forfeited.

**2.7** All cancellations must be confirmed with no less than 72 hours notice prior to the event. Cancellations made closer to the event date may forfeit the pre-paid deposit or hire fee and may incur an additional charge, where applicable.

**2.8** All booth/area reservations of groups of 15 or more people must pay a £50.00 area deposit to secure which is returnable towards the bar tab on the day.

### **3. Health and Safety**

**3.1** All fire evacuation procedures will be carried out in accordance to our Fire Risk Assessment and in line with the Government's Fire Safety Risk Assessment procedures.

**3.2** In the event of fire or other emergency involving an evacuation of the premises all in attendance at the event should follow the directions of the Black Dog Ballroom Duty Manager or staff.

**3.3** Fire assembly points are clearly marked outside of the venue.

**3.4** Security is provided as outlined by the terms and conditions in our premises license. All security staff are to be provided by the venue and with full first aid training.

**3.5** First Aiders will always be available on site. A cooling off area is available in the bar in line with our duty of care policy and all staff and employees are fully trained in customer care and attention.

### **4. Food and Drink**

**4.1** The responsible sale and consumption of alcohol on the premises is done so in accordance with the premises license. Outlined herein are the full terms and conditions of sale and distribution of alcohol.

**4.2** Any food or beverage supplied is only for consumption on the premises and is supplied in accordance with HSC standards. Food or beverage must not be removed from the premises.

**4.3** All food and drink consumed on site must be provided by the venue with the exception of a pre-agreed birthday cake. No other outside food is permitted on the premises.

**4.4** All pre-ordered food and drink must be paid for no later than five working days in advance of the event unless pre-agreed with the bookings team.

**4.5** All pre-ordered food and drink will be served at the agreed service time where possible.

### **5. Loss or Damage**

**5.1** Black Dog Ballroom holds no responsibility for the loss of or damage to any personal property of any individual or company attending the event.

**5.2** All music, projection and other equipment provided from the bar to customers or private parties is done so with a security deposit paid in advance. Any damage to equipment provided during a private party will be deducted from your deposit.

## **6. Entry and Service**

**6.1** A fee may apply when entering the venue dependent on day of the week, time of arrival and in the event of any special occasions.

**6.2 In all instances of entry the door code will apply.** We strictly operate a challenge 21 policy on the door and valid ID must be provided if requested.

**6.3 The Dress Code for the venue is Smart / Casual.** We will allow no football colours or sportswear to be worn and smart trainers *only* will be permitted.

## **7. Karaoke**

7.1 The karaoke booth at Black Dog New Wakefield St can be hired by the hour at £50.00 per hour.

7.2 Capacity for the karaoke booth is twenty people – no more than this amount is permitted at any given time for health and safety reasons.

7.3 Any damage to the karaoke equipment or room during the allocated time will be charged to the hirer.

## **8. Premises License**

Please be advised that in all instances and at all times the premises licence will be withheld by the venue. This includes, but is not exclusive to, monitored levels of sound, closure of external windows and doors, age and service restrictions, curfews and exit procedures. Please ask for a copy of our licence if you require more information.

Any additional booking requirements or specific event details are to be discussed with the events team prior to the event and will be applicable to the above terms and conditions as well as those of the venue.