

BATCH

Venue Terms and Conditions

Minimum Numbers:

If final numbers change more than 15% may result in a rate re-negotiation.

The amount payable by the client for the event will be calculated according to the HIGHEST of the following:

- (a) the contracted minimum numbers,
- (b) the final numbers given to the hotel 72 (working) hours prior to the event,
- (c) the final numbers that actually attend the event.

Maximum Numbers:

In accordance with Fire regulations, the delegate numbers must not exceed the maximum capacity of the agreed layout of the meeting room.

Minimum and Maximum Numbers per area

SGR = Secret Garden Room

Day	Area	Min Guests	Max Guests	Per head	Min spend	Capped Spend
Week	Secret Garden Room	15	40	£15.00	£225.00	£600.00
Week	SGR & Plant Hall	30	60	£15.00	£450.00	£675.00
Week	Full Venue	60	85	£15.00	£750.00	£750.00
Weekend	Secret Garden Room	15	40	£20.00	£300.00	£750.00
Weekend	SGR & Plant Hall	30	60	£20.00	£600.00	£825.00
Weekend	Full Venue	60	85	£20.00	£1,000.00	£1,200.00

DELIVERY & COLLECTION:

Please ensure all items are clearly labelled for the attention of your event organiser, with your company name (if applicable), title of the event, date of the event, name of the event room or full venue. Items should be listed accordingly and sent, with the list, from 11:00 to 15:30 to BATCH, 56 Peckham Rye, London, SE15 4JR. We can be flexible with these details to a point so please liaise with your dedicated event organiser at BATCH.

Please note that the staff are not responsible for any large or heavy items including the transportation of items to the event room. Please note that the staff are not responsible for any damage to items during delivery and collection. Please ensure this is arranged with your courier or delivery company. Deliveries must be made no earlier than 8 hours prior to the event.

Please note BATCH is not responsible for any items left behind. The client has to ensure that all items left behind are collected from BATCH within 24 hours after the event. The client must ensure they have sufficient staff for the collection of these items. We can be flexible with these details to a point so please lease with your dedicated event organiser at BATCH.

MUSIC:

Please note that the maximum noise limit is 80 decibel; our Duty Manager will carry out a few checks with a Decibel Reader throughout the night to ensure this limit is not being breached. If the band sound is over this limit, our Duty Manager would speak to the band leader.

FINAL DETAILS:

Please note, we require the following details in the period approaching your event:

* Final numbers must be confirmed to us three working days prior to the date of the event. You will be charged for the final number confirmed to us. Should this final number be lower than the minimum chargeable number as indicated in the contract then it is the minimum chargeable number that will be charged. Should the final number decrease within three working days of the event then it is the number given to us three working days prior that will be charged for.

Should the final number confirmed to us increase on the day of the event then the final number of attendees on the day of the event will be charged for.

* AV Requirements must be confirmed to us 7 days prior to the date of the event.

* The use of dry ice and / or equipment requiring dry ice is prohibited.

* Food and beverage choices, dietary requirements and other requests must be confirmed to the Hotel 7 days prior to the start date of the event. Should we not receive the menu choices within this time then caterers choice of menu will be offered.

* Confetti is prohibited as a decoration

DEPOSIT

A deposit request of 20% must be paid within 7 days of the event.