



SPECIAL EVENTS AND WEDDING **VENUE CONTRACT**

This Agreement is made effective as of _____, by and between JB4 Pub Company and _____, the CLIENTS

The CLIENTS represent that they desire to hold a special event or wedding on _____ at REGANS, above The New Inn Hayes
Therefore, the parties agree as follows:

1) VENUE RENTAL FEE(S):

(a) The CLIENTS or REPRESENTATIVE FOR THE CLIENT(S), agree to pay an initial non refundable DEPOSIT of _____. This payment serves to hold the venue for specified date of _____ for their wedding and is payable at the time of contract signature.

(b) The remaining agreed upon VENUE RENTAL FEES & ANY CATERING COSTS will be due no later than 21-DAYS prior to the date of the event or wedding. The agreed upon date of payment will be the following: _____

(c) Payments may be via cash, cheque or debit/credit card

2) DATE CHANGES:

In the event the CLIENT(S) is forced to change the date of the wedding every effort will be made by JB4 Pub Company to transfer reservations to support the new date.

The CLIENT(S) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the CLIENT(S). The CLIENT(S) further understands that last minute changes can impact the quality of the event and that JB4 Pub Co. is not responsible for these compromises in quality.

3) CANCELLATIONS:

In the event of a cancellation of special event or wedding, all payments made to date are non refundable and all outstanding payments will be due immediately, the amount being time sensitive.

Up to 2 months before wedding	Deposit is forfeited
2 months-1 week	Full cost of room hire
Less than 1 week	Full balance of room hire & catering

4) LIABILITY

The CLIENTS agree to reimburse the company for any material loss or damage caused by guests. The CLIENTS are responsible for the good conduct of guests

5) RULES AND REGULATIONS: The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all EVENT PLANNERS and WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of REGANS above The New Inn Hayes .

1) CANDLES

Any use of candles must be approved by the facility. All candles must be contained or enclosed in glass.

2) EVENT ENDING TIME

All events must end by 12:30am to comply with the terms of our licence. 30 minutes after this time is allowed for drinking up.

3) DECORATIONS

Decorations may not be hung on walls. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the CLIENT(S) and the venue.

NOTE: The use of any adhesives is not allowed.

Decorations must be freestanding. Nails and staples may not be used on the floors.

NOTE: Table confetti is not allowed inside the venue

4) OUTSIDE LOCATION

The use of the garden area is not permitted after 10pm in accordance with our licence. After this time the side entrance cannot be used, with the exception of individuals with specific access needs.

Smoking is permitted on the front patio, access through The New Inn.

5) CATERING

The use of outside caterers is not permitted. Any food will be prepared on premises by REGANS due to Health & Safety

6) ALCOHOL/BEVERAGES

Only alcohol and beverages purchased on the premises may be consumed in REGANS. Alcohol may not be served to minors. At any time, if the venue staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.

7) ILLEGAL SUBSTANCES

If staff at the venue suspect the use of any illegal substances they have the authority to evict the party(s) involved

8) MUSIC

Music is permitted within REGANS. All music must end by 12.30am to comply with our licensing restrictions

9) SECURITY

A SIA licensed door person will be present for all events where alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). This service is non negotiable.

10) SMOKING

REGANS is a non-smoking venue. Ashtrays will be provided and smoking permitted only in garden until 10pm or on the front patio

11) DRESS CODE

Please note we operate a dress code. No tracksuits, shorts or vests. Gentlemen to wear collared shirts & shoes

12) SIGNATURES:

Party receiving services:

CLIENTS

By:_____ Date:_____

By:_____ Date:_____

JB4 PUB COMPANY

By:_____ Date:_____