

# PRIVATE FUNCTION

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## **BOOKINGS**

Room hire cost is £100.00 which is payable on the date of booking, this secures the date. It is important to note bookings cannot and are not confirmed until this is paid. All room hire charges are non-refundable but, dates can be transferred.

Provisional bookings are held for 1 week prior to being released, payment(s) are required to secure any booking.

Our private room can only hold a max of 35 guests. This is due to space and fire regulations. If further guests arrive over capacity they will be asked to vacate the room.

No vouchers or discount cards are valid on the date of booking or on the day.

Sit-down meals and buffet options are payable on the day of function, we can however accept payment prior if required.

Drinks tabs are to be discussed with a Manager.

Under 18 years are allowed on the premises till 10PM accompanied by an adult over 18 years.

## **CANCELATIONS**

***The Mains of Scotstown*** reserves the right to cancel your event at any given time without prior notice, this can also extend to events that don't meet minimum requirements.

## **DECORATIONS**

We do allow decorations in our conservatory but ask that ONLY white tac is used on painted walls. Any damage to any surfaces/property as a result of using other adhesives or abusive behaviour will result in a penalty charge liable to the event organiser.

No confetti is permitted in our function suites under any circumstances.

All decorations MUST be taken away at the end of all functions.

It is your responsibility to ensure this information is passed on to any external hired decorators, the event organiser will be liable for any damage incurred from incorrectly placed decorative pieces and for item(s) not being collected on time.

We do not have the facilities to store any decorations. Access to decorate function rooms will be confirmed with you prior to your event date, please note times and access are subject to availability and change.

No candle sparklers are permitted, table candles or anything that could cause harm via fire. Candles must be supervised by a member of our team.

*The* MAINS OF SCOTSTOWN

*where value meets quality*

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## **PERSONAL PROPERTY**

We will work with you to the best of our ability to recover any lost or left behind items. But, ***The Mains of Scotstown*** does not take any responsibility for left or lost items. It is the responsibility of the event organiser to ensure this information is relayed to guests.

Any claimed/found item(s) will be held for a maximum of 60 days before being donated, it is your responsibility to collect your item within this time, ***The Mains of Scotstown*** does not take any responsibility in failure to adhere to this.

If leaving your vehicle in our car-park(s) we are not liable for any theft or damage. Persons leaving the premises and car park following any event must make every effort to do so quietly and without causing any disturbance or inconvenience to residents in the neighbourhood.

## **LICENSING / PERSONS UNDER 18 YEARS**

Our license permits young persons or children under the age of 18 in the venue until 10PM whilst under the supervisor of an adult at all times.

Our Public Bar license permits young persons or children under the age of 18 from the hours of ***12noon - 18:00hrs Monday - Friday*** whilst under the supervisor of an adult at all times.

We are obliged to apply our Challenge 25 policy when any customer who looks to be under the age of 25 attempts to purchase alcohol, either for themselves or for someone else. Failure to supply the correct form of ID will result in refusal. If a customer of the party is caught buying alcohol for a person after refusal we reserve the right to end the booking immediately or take further action.

Our bar service offers a varied and affordable selection of quality beers, wines and spirits, but if there's something, in particular, you would like us to stock for your event, where possible, we would be happy to oblige. Please note that if any guests are found with their own drink that they brought onto the premises and not purchased at the bar in ***The Mains of Scotstown***, they will be asked to leave.

## **DISABLED ACCESS**

We currently have disabled access to our property including a toilet that meets the requirements by law.

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## **CATERING**

We **DO NOT** allow any outside catering, this includes food, alcoholic and non-alcoholic beverages.

Cakes and/ or similar are allowed however - We operate a nut-free environment throughout the building, all celebrational cakes must contain **no nut products** (may contain) is acceptable due to production. We are very strict with this policy and if we find that any cakes that are taken on the premises containing the product we will ask that it is taken off site immediately. We ask to keep this in mind for the safety of our guests.

When submitting a conservatory hire enquiry, you confirm that you have read and agreed to the terms & conditions above. By booking with us you are agreeing to our above stated terms and conditions. **The Mains of Scotstown** does not take any responsibility for failure to read and adhere to our terms and conditions.

All food/buffet is supplied in house by our chef's. We do not allow any outside catering.

All food must be consumed after two hours of initial serving; therefore, any food consumed after two or more hours of it first being served is at the client's discretion and therefore becomes their responsibility. This is also the case if food is taken away from the premises.

**Allergies & intolerances:** Before you order your food and prior to arrival, please speak to our staff if you have a food allergy or intolerance.

All weights quoted are approximate, prior to cooking. Some fish dishes may contain bones. .

All prices include VAT. All photography is for guidance only.

Whilst we take every care to preserve the integrity of our vegetarian & gluten-free products, we must advise that these products are handled in a multi-use kitchen environment.

## **ENTERTAINMENT**

We do not allow any live entertainment, DJ'S, karaoke or anything that may cause disruption to our Restaurant guests. If you have any further questions or are unsure please speak to a member of the management team and we can try make further arrangements.

## **QUESTIONS....**

If you find that some information is not covered, please contact us as soon as possible on Tel: 01224 967838