

## **Milly's Patisserie Florist Café**

### **Private Venue Hire Terms & Condition**



These are the terms and conditions which apply when you wish to privately hire Milly's Patisserie Florist Café for functions such as birthdays, baby showers, bridal parties or christenings.

Reference to 'Milly's Patisserie Florist Café', 'Milly's Patisserie' or 'the café' refers to the location and registered address: 12 Hatfield Road, Potters Bar, EN6 1HP.

By making the payment for your venue hire, you are accepting the terms and conditions stated within this document. Any terms outside of these conditions such as special requests will be confirmed and detailed by Milly's Patisserie in writing via email.

We recommend you read these terms carefully before you make the payment to hire out Milly's Patisserie.

#### **Bookings**

Milly's Patisserie will honour the holding of your date (prior to receiving the full payment) for up to 14 days to allow time to gather any information required such as the number of people attending your venue hire.

To secure your venue hire booking, Milly's Patisserie require payment in advance to your booking. Once the full payment has been made, your booking will be confirmed.

It is acknowledged that details for the booking may be amended from time to time in the run-up to the event as agreed by you and Milly's Patisserie. Final booking numbers and dietary requirements must be provided by 48 hours of the venue hire.

Milly's Patisserie's outdoor seating and takeaways will be available to the public during the time of the venue hire, however this will not disturb the reservation in any way.

#### **Charges**

Additional charges may apply on the day of your venue hire for additional food and drinks added on the day of the booking.

The standard time period for a venue hire at Milly's Patisserie is two hours (unless additional hours have been paid for) with an additional 30 minutes added to the end of your booking to allow your guests time to vacate and for you to remove any decorations. The additional 30 minutes does not include any additional charges.

If you exceed the time limit arranged, there will be a charge of £100 per 30 minutes that your event has overrun, which will be billed at the end of your venue hire.

You are required to take all responsible precautions to ensure that no damage occurs to the venue. If any damages to the property occur during your venue hire to the café's finishes, fittings, furniture, equipment, contents or any other property at Milly's Patisserie, you will be liable for the repairs, replacement or cleaning service costs which may be billed to the customer if we find it is an additional cost to the venue.

#### **Decorations**

Milly's Patisserie allow decorations to be added to the venue by the customer within their arranged venue hire timings, such as balloons and table decorations.

Decorations including confetti or decorations that are required to be stuck or secured to the walls or furniture are not permitted. Items such as balloon arches must be free standing.

If there is space available Milly's Patisserie will provide you with a gifts table.

Any large decorations must not protrude the walkways, doorways and public areas of the premises.

**Cancellations**

All of our venue hire events are paid for in advance and we provide a full refund for all events that are cancelled up to two weeks prior to your booking.

Should you need to cancel your venue hire within two weeks of your event, we will provide a refund of 75% of the amount paid for your venue hire.