The Crown
Shard End

PARTY HIRE

Private room and party hire at The Crown



www.thecrownclubs.uk

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Private Party Bookings.



The function suites at The Crown Shard End can provide the perfect venue for your private party celebrations and family get-togethers.

Private party events can be booked by both club members and non-members alike, for both daytime and evening events.
We have two function suites available; **The Function Suite** and **The Lounge Bar.**

Whether it be a family birthday, baby shower, gender reveal, Christening, a special anniversary, retirement, celebration of life, or many other events you'd like to celebrate or commemorate with your family and friends, we hope you find The Crown to be a memorable venue for your special event.

The following information contains the basics of what you would need to know to book with us but please feel welcome to come and take a look at what we have to offer and discuss your specific requirements – please call us first to arrange a suitable time and make sure there will be someone on hand to show you around and answer all of your questions.

This information relates to private party bookings - other bookings for room only uses, or events where tickets are sold are subject to other prices and requirements - ask us for details.

Guide to private party bookings.

Enquiries.

Call us on **0121 747 3922**
Message us on Facebook:
facebook.com/thecrownshardend
Message us through our website:
www.thecrownclubs.uk/venues/thecrownshardend/

This information is also on our website - scan the QR code

Young persons events.

Children's parties, including birthdays up to the age of 17, graduation parties, school year parties or similar, are accepted as **Sunday daytime party events only**, vacating the room before 4pm. No other days are available for hire for these events.

We regret that we do not accept bookings for 18th or 21st birthday parties.

Booking & Payments.

For **all** bookings we request a deposit of **£100.** This deposit payment confirms your booking and is not transferable to other dates once booked. A booking is not secured until this payment is made.

Your deposit secures your booking and is held as a precaution against cancellation or any loss and damages incurred during the event, or cleaning costs after the event. This deposit is expected to be returned to you after the successful conclusion of the event, although it may be forfeited to cover losses or costs incurred by us during your event, or if the number of guests attending falls below the minimum numbers.

The full payment of any room hire fee or buffet payment is then required at least 28 days before the date of the event. These charges are shown on the following pages.

All payments are non-refundable and non-transferable in the event of cancellation.

Buffets






Why look anywhere else for your catering? There are no hidden costs when you choose our buffet - all tableware is included and there are no additional delivery or set up costs.

A separate leaflet describes the content of each buffet option in detail :

Buffet 1

A simple finger buffet of party favourites £6.95 per person

Buffet 2

A more varied selection of finger food with more party favourites £7.95 per person

Buffet 3

A fabulous selection of traditional party favourites and Indian savouries £8.95 per person

Buffet 4

An extensive selection of traditional party favourites, chicken platter and Indian savouries with the option of hot buffet items, from £10.95 per person

Dessert Table

Add desserts onto any of the main buffet choices with a variety of delicious desserts £2.95 per person

Chicken Curry

Chicken Balti Curry, with rice, chips and popadums £9.95 per person

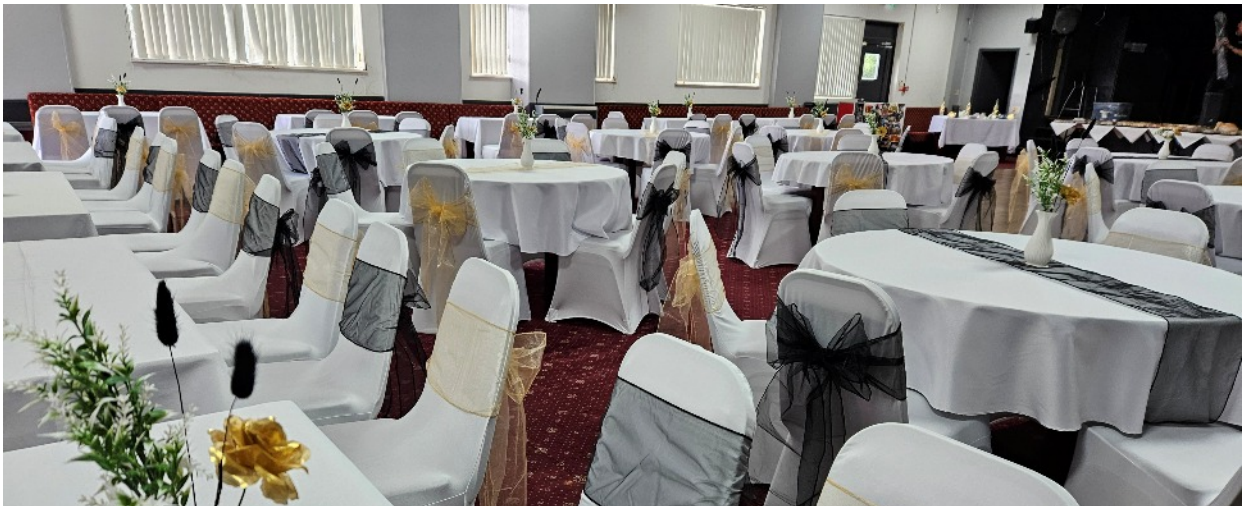
Roast Dinner

Hot plated meats of Beef, Pork and Chicken, and self serve vegetable selection £14.95 per person

Whilst we will endeavour to make sure all items are available, we may have to substitute items in some circumstances. These will always be of an equal style and quality. Information correct at the time of publication but may be subject to change. Please ask if you require detailed allergy information regarding the buffet selection.

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The Function Suite



The Function Suite is the larger of our two areas, making it ideal for events for between 100 and 200 guests. With its own private bar, a large stage and dancefloor, and an outside roof terrace to use when weather permits, this room provides the ideal party venue for bigger gatherings. It is a first floor venue with access via stairs and lift.

Evening Room Hire - The Function Suite.

For a duration of up to 4 **hours** finishing at 11pm, the room hire is £125.
For a duration of up to 5 **hours** finishing at midnight, the room hire is £155.
Plus the £100 returnable deposit for either option.
Longer events, if accepted, attract additional charges at £30 per additional hour.

Daytime Room Hire - The Function Suite.

For a duration of up to **4 hours** finishing before 4pm, the room hire is £125.
Plus the £100 returnable deposit.
Longer events, if accepted, attract additional charges at £30 per additional hour.

Set up, early access and clearing down.

We allow reasonable early access to decorate the room on the day of your event within our normal opening times. Access times must be agreed at the time of booking.

The room must be fully cleared immediately following the end of the event to avoid additional charges.

Information correct at the time of publication but may be subject to change.

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The Lounge Bar



The perfect party room for events for between 35 and 100 guests.
With its own private bar, the Lounge Bar is ideally suited for many types of private events in an intimate, cosy setting.

Evening Room Hire - The Lounge Bar.

For a duration of up to 4 **hours** finishing at 11pm, the room hire is £125.
For a duration of up to 5 **hours** finishing at midnight, the room hire is £155.
Plus the £100 returnable deposit for either option.
Longer events, if accepted, attract additional charges at £30 per additional hour.

Daytime Room Hire - The Lounge Bar.

For a duration of up to **4 hours** finishing before 4pm, the room hire is £125.
Plus the £100 returnable deposit.
Longer events, if accepted, attract additional charges at £30 per additional hour.

Set up, early access and clearing down.

We allow reasonable early access to decorate the room on the day of your event within our normal opening times. Access times must be agreed at the time of booking.

The room must be fully cleared immediately following the end of the event to avoid additional charges.

Information correct at the time of publication but may be subject to change.

Children's Parties



Take the headache out of organising a venue for your children's parties - we have all the room you need.

Our function suite has plenty of space for the kids to play - the room is perfect for soft play or small bouncy castle, food and kid's entertainment of all types.

Childrens Party Hire.

Children's parties or events for young people are accepted as **Sunday daytime events only.** For a duration of up to **4 hours** and cleared before 4pm, there room hire charge is £150, plus the £100 returnable deposit.

Cleaning up.

We know that kid's parties can be messy at times, so we would ask you to clear any food waste and decorations at the end of the event - if we incur exceptional cleaning costs following your event, we will deduct an appropriate cleaning payment from your deposit.

Information correct at the time of publication but may be subject to change.

Party Hire Terms & Conditions

1. All bookings are taken subject to these terms and conditions; in making a booking the hirer confirms they have read, understood and accepted them.

2. Any changes to any booking can only be made by the named hirer and will be subject to our prior approval.

3. We reserve the right not to accept a booking without giving reason.

4. The room hire charges in effect at the time of making the booking will apply, regardless of any subsequent price changes. Bar prices are those in operation at the time of your event, not at the time of booking.

5. Bookings are only confirmed on payment of the full deposit. Deposits are non-refundable and non-transferrable in the event of cancellation regardless of how much notice is given. Full payment for room hire or buffet will be payable at least 28 days before the event. Failure to make this payment when required will result in the immediate cancellation of the booking without refund.

6. We may, at our discretion, insist on professional door security to be engaged for any event at an additional cost. Only the club can arrange door security. If suitable door security is not available, the booking will be cancelled by us and all payments made will be returned.

7. The maximum capacity for the room is as stated. This is a requirement of our licence and will be strictly enforced. A function that exceeds this number at any time or is likely to exceed this number will be terminated by us immediately without refund.

8. If the minimum numbers of guests are not achieved for a function then the function can be cancelled by us and the deposit payment will be forfeited.

9. It is solely the responsibility of the hirer to make arrangements to ensure that only their bona fide invited guests gain access the event.

10. We do not accept 18th or 21st birthday party events. If it is believed an event has been misrepresented to us, the event will immediately be cancelled with no refunds of payments made.

11. The club and its employees are not responsible for any damage or loss to individuals or their property before, during or after an event, anywhere on the premises.

12. Children must be under the constant supervision and control of a parent or guardian.

13. No-one under the age of 18 is permitted to purchase, attempt to purchase, or drink alcohol and no-one can purchase alcohol on their behalf. We operate a strict Challenge 25 policy, people without recognised proof of age will not be served and may be requested to leave. Anyone purchasing alcohol for someone who has been refused will also be requested to leave. The hirer has a responsibility to assist us in making sure their guests comply with these requirements. Persistent breaches of this requirement may lead us to close the bar and terminate the event without refund and the deposit forfeited.

14. The hirer or their guests may not bring drinks (alcoholic or non-alcoholic) onto the premises for consumption. If it is found, either during or after the event, that unauthorised drinks have been brought onto the premises, the deposit will be forfeited in its entirety. It is the responsibility of the hirer to advise their guests accordingly and ensure their guests adhere to these rules.

15. If food is provided by us this will be cleared away to be disposed of after two hours to comply with food safety requirements. These legal requirements also mean that food cannot be taken off the premises. If you bring in food from outside you are required to sign a declaration that the club has no responsibility for any consequences that may arise from the safety or otherwise of that food.

16. Any DJ or other entertainment must be agreed by us at the time of booking. They will require their own equipment. They must contact us before the event to discuss access requirements and equipment and provide insurance and electrical safety information. The rooms have noise limiters which will cut the power if noise exceeds permitted levels. All audio equipment must go through the noise limiter. All equipment they intend to bring must have electrical safety certification. Equipment such as smoke machines cannot be used under and circumstances. All equipment must be removed at the end of the event and not left overnight under any circumstances. Consideration must be given to the time required in removing equipment from the premises.

17. We allow 2 hours set up time prior to your event. Earlier access to decorate the room is subject to additional charges. Decorations can be fixed using Blu-tac or similar only, so as to avoid damage to the premises. Using sticky tape, pins, or similar will result in damage which will mean that your deposit will be forfeited. Decorations or other items left in the room after the event will be disposed of without notice.

18. Any loss, damage or additional cost incurred to the club in the course of the event either by the actions or inactions of the hirer or their guests will result in the deposit money being forfeited in full or in part. This can include (but is not limited to) any damage caused by the removal of decorations, breakages or damage to premises or equipment, additional cleaning costs, late departure leading to additional staffing costs, loss of stock howsoever caused, drinks being consumed at the event that were not purchased at the bar, or significantly fewer than the stated number of guests attending the event. An inspection is made after the event and the club's decision shall be final in all circumstances.

19. All guests, organisers and entertainers must leave the premises by the stated time (maximum 30 minutes drinking up and clearing up time) in a quiet manner and not cause nuisance to our neighbours. Delays in vacating the venue will result in additional staffing costs which will result in loss of deposit.

20. When deposit money is returned in full or in part, it will be returned within fourteen days to the named hirer only in cash. Deposits that are uncollected after 28 days after the event are forfeited.

21. We may cancel any event at any time if, due to changes to the operation of the venue or changes to licensing or other factors beyond our control, we are unable to hold the event as planned, in which case we will refund all payments. If official government or local advice or regulation means that an event cannot be held exactly as planned for whatever reason, we can cancel the event and in this circumstance only, allow payments be refunded in full. This will only apply where the regulation clearly means that the event cannot go ahead as planned, it does not apply where it is only advisory. This decision will usually be taken no sooner than 28 days prior to the event.

Frequently Asked Questions

How far in advance can I book? We normally accept bookings up to 12 months in advance.

When are payments due? The deposit payment is required to secure any booking. Full payment for room hire and buffets is required at least 28 days before the event. If payment is not received we will cancel the booking. Payments are not refundable or transferable to a different date.

Can we provide our own outside catering? We do provide our own buffet options which may be suitable for you. We allow access to the room up to 2 hours before the start of your event, earlier access to the room to set up is not guaranteed and is subject to additional charges. Use of our kitchen facilities or tableware is not permitted and we are not able to store any food items on your behalf before or after the event.

Can we bring our own drinks? We **do not** permit any drinks (alcoholic or non-alcoholic) that are not purchased at our bar. If it is found that guests have brought in their own drinks we may cancel the event and you are liable to forfeit the whole of your deposit.

We'll have a big spend on the bar, can this reduce the room hire cost? Unfortunately not. Our pricing is already based on party events with full use of the bar.

What if the published costs change? When you book and pay your deposit you have fixed the cost of the room hire, so the price you pay will not change provided your event is within the next 12 months. The cost of any buffet is the cost in operation at the time of payment. Bar prices are those in operation at the time of the event not at the time of booking.

What are the early access costs? We allow reasonable early access to decorate the room on the day of your event within our normal opening times. Access times must be agreed at the time of booking.

Can I have an event longer than the stated times? Longer events are accepted entirely at our discretion. Each additional hour or part hour will be charged at £30. A full day event such as a wedding reception is charged as a daytime event plus evening event but with no additional costs for set up times.

What time can my event finish? The end time of your event is as agreed at the time of booking. For an evening event this will normally be either 11pm or midnight. Our venue is licensed until midnight , so no parties can continue past this time. All guests, organisers and entertainment must leave the premises within 30 minutes of the end time of the event. We request your guests leave quietly so as not to disturb our neighbours and make arrangements for any taxis in advance.

Frequently Asked Questions

What can we do for music? You're welcome to hire your own DJ. They must contact us beforehand so we can go through any technical requirements and arrange access times with them in advance. They will need their own equipment and provide proof of insurance and electrical safety in advance so check they have this before you book them. Early access to the room to set up is subject to the usual requirements detailed here. All equipment must be cleared at the end of the event - nothing can be left overnight.

Can I decorate the room? Yes, but please take care, and only using blu tac or similar to put up decorations, **do not** use sticky tape or pins as **you will lose your deposit**. **All** decorations must be removed at the end of the event, anything left behind will be thrown away. Please remember that any damage caused to the room **will** result in your deposit being forfeited. Helium balloons cannot be brought to the premises until the day of the event.

What about cleaning the room? We ask that the room is vacated in a reasonable state with minimal cleaning required. You should remove all food waste and decorations at the end of the event. If more than normal cleaning is required after your event you may forfeit your deposit. This assessment is made after the event by the manager, whose decision is final.

Will the deposit money be returned, if so when? The deposit payment it is taken as a precaution against loss or damage so it can be forfeited to contribute towards any loss or damage or additional staffing or cleaning costs incurred in the course of your event, either by actions of yourself or any of your guests. This can include, but is not limited to, any damage caused by the removal of decorations, breakages or damage to premises or equipment or loss of stock, or costs incurred due to a late departure. An inspection will be made after the event and the club's decision shall be final. If your guest numbers are significantly below those advised to us at the time of booking, or if guests are found to have brought in drinks not supplied by us, your deposit will also be forfeited. When a deposit is returned, it will be within 14 days to the named hirer only in cash. You must arrange to come in and collect your deposit. Deposits that remain unclaimed 28 days after the event are forfeited.

Can the venue cancel the booking? We will cancel any booking if payments are not received when required, or if we believe the nature of the event has been misrepresented to us. We may cancel any future booking if, due to changes to the operation of the venue or changes to licensing or other factors beyond our control, we are unable to hold the event as planned.

Is there disabled access? There is disabled access to all areas of the venue. The first floor is serviced by a passenger lift. Visit us to discuss access issues in advance and consider the needs of your guests. Disabled toilet facilities are available.

final things to note

We do not allow guests to supply any of their own drinks, either alcoholic or non-alcoholic, to any event.

When decorating the room before your event

You must only use Blu-Tac or White-Tac for your decorations.

You MUST NOT use anything that can cause damage to the walls or fittings in the room. This includes

Cellotape / Sticky Tape / Drawing Pins
Tacks / Nails / Glue dots / Sticky Pads

If these are used then we regret that you will AUTOMATICALLY forfeit your deposit payment.