

# *2011 FUNCTIONS AT THE WHARF*

**Thank you for your recent enquiry into hiring our function suite facilities. Please find enclosed the information you have requested and please do not hesitate to contact a member of the Management Team to help with any additional queries you may have.**

**To view our facilities, please telephone to make an appointment where we will be delighted to give you a guided tour of the function suite and help plan your special event. You can also visit our webpage [www.thewharfcardiff.co.uk](http://www.thewharfcardiff.co.uk) for further information.**

## **FACILITIES**

The Wharf Function Suite is ideally for every occasion from Birthday Celebrations, Engagements, Anniversaries, Corporate Functions, Charity Events and Sporting Occasions to full Wedding Celebrations. The Wharf Suite is fully licensed until 1.00 a.m. (11.00 p.m. on Sundays).

## **BOOKINGS/RESERVATIONS**

To secure your function booking at The Wharf, we require completion of the Hire Agreement Terms and Conditions form together with the room hire fee. The hire fee is the only medium of confirmation of your booking. Should you require food to be provided at your function, we would require full payment of the order value a minimum of 28 days prior to your function. Please note that the only catering permitted is that of the Wharf Bar and Function Suite. Reductions in the number of meals are not possible less than 14 days prior to your function. Please note that we cannot accept cheques within 21 working days of a function.

**Any bookings made under false pretence can be cancelled at any time by the Management and in this instance no monies will be refundable.**

**Cancellations made less than three months prior to the function will not be refundable.**

## **LICENCE CONDITIONS**

All customers are asked to leave the building quietly after the function and no drinks are to be taken off the premises. Anyone who appears to be under the age of 21 wishing to purchase or consume alcohol will be asked for I.D. The only I.D. accepted at this venue is a picture driving licence or a passport. Customers without this I.D. will not be permitted to drink alcohol. No alcohol is to be consumed by a minor and should this occur then they will be asked to leave. The Wharf has a Zero Tolerance Policy with regards to drugs.

## **FREE ROOM HIRE**

Free room hire is only available upon receipt of a valid voucher from the Wharf website or emailer. Voucher must be presented when function is booked along with £100.00 refundable deposit. The deposit will be kept by the Wharf Management Team if less than 50 guests arrive at the function. The deposit will also be retained for cancellations with less than 3 months notice, damage to property and anti social behavior. Free room hire not available for 21<sup>st</sup> Birthday Parties and Weddings. Excludes Bank Holidays. Offer available until October 2011.