



## **THE COURTYARD – IMPORTANT EVENT REGULATIONS ON THE DAY**

**(all event organisers please take note of the below)**

\*Access is available in the Upstairs Event Room on the day from 3pm onwards FOC.

\*Access available at the downstairs bar for any set-up on the day from 11am-12pm or 6pm-7pm for an additional £20.00 charge must be pre-booked with the Sales Team.

\*Either of the event rooms are booked from 7pm-1am, therefore unless access is pre-booked by you, you will not gain access to the Ground Floor Event Room until 7pm on the day. Access from 3pm in the Upstairs Event Room on the day is FOC.

\*All 18<sup>th</sup> Birthdays require a refundable deposit of £100 to be paid, and a Staff Liaison on the night will be provided in the room hire cost.

\*Access to the Ground Floor Event Room (11am-12pm or 6pm-7pm) is ONLY via the back door area on Uttoxeter Road, your parking will have to be on the street or at Vernon Gate around the corner as no accessible parking is available onsite. PLEASE do not try to gain access at the Courtyard Front Gate Entrance. This is not available.

\*We do NOT ALLOW sellotape for decorations, we do allow BLU TAC.

\*ALL GIFTS/DECORATIONS/CATERING MUST BE TAKEN OR DISPOSED OF ON THE NIGHT. THE COURTYARD IS NOT LIABLE FOR ANYTHING LEFT ONSITE.

\*We DO NOT ALLOW confetti/balloon confetti/table sprinkles/party poppers of any kind in our events. If you choose to do this despite prior warnings, a £100 cleaning charge will be added to your party payable by the party organiser.

\*Balloon Arches if booked take a long time to build, please factor this in as access is only available 11am-12pm or 6pm-7pm on the day for the Ground Floor Event Room.

\*ALL catering that is your own, MUST be totally cleared away by an allocated member of your party, no later than 11.30pm on the night.

\*The bars can be booked to open for additional hours with bar staff, £25 per hour extra. Please discuss the options with the Sales Team.

\*Last orders in events are called 30 mins before the end of the event, the events bar closes 15 mins later, the event then concludes with the DJ to stop playing (normally 1am). All guests MUST leave the event and please leave quietly and respectfully considering The Courtyard neighbours.

Thank you so much for your co-operation with the above requests.

**Have a wonderful event!**

**THE COURTYARD SALES TEAM**