



THE COURTYARD – IMPORTANT EVENT REGULATIONS ON THE DAY

(all event organisers please take note of the below)

*Access for decoration is available in the Upstairs Event Room ONLY on the day from 3pm-7pm FOC.

***Access available for the Ground Floor Events Room for any set-up on the day from 11am-12pm or 6pm-7pm for an additional £20.00 idle hours charge, this must be pre-booked and pre-paid with the Sales Team please.**

*Either of the event rooms are normally booked from 7pm-1am (12am for 18th birthdays only), therefore unless access is pre-booked by you, you will not gain access to the Ground Floor Event Room until 7pm on the day. Please consider this when arranging catering/decoration of your own. Access from 3pm in the Upstairs Event Room ONLY on the day is FOC.

*All 18th Birthdays will have a Staff Liaison who will hand stamp 18–25-year-olds on the night on entry, this is 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 Uttometer 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 WILL NOT BE LIABLE FOR ANYTHING LEFT ONSITE.**

***We DO NOT ALLOW confetti/balloon confetti/table sprinkles/party poppers/confetti canons of any kind in our events unfortunately. If you choose to do this despite prior warnings, a £50.00 cleaning charge will be added to your party payable by the party organizer on the night.**

*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. Please blow-up balloons prior to arrival to save time on the day. Please do not bring young children to the venue when setting up decorations, where at all possible.

*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 please. For H&S protocol no catering can be stored in our fridges/freezers at The Courtyard on the event day that is provided by the customers themselves.

*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 normally around 30 mins before the end of the event, the events bar closes 15 mins later, the event then concludes with the DJ stopping playing (normally 1am). All guests must leave the event at 1am or 12am for 18th birthdays, 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