

EIGHTEEN 08 PRIVATE PARTY AGREEMENT - MAY 2026

This Agreement is made on(Date) between(Client)
and (Venue).

The Venue is a cocktail bar located at 8 Robertson Street, within The Tontine Hotel.
The Client hereby books the Venue for a designated date and time, as follows:

1. Availability & Capacity

- Available to book on Fridays and Sundays only.
- Minimum guest amount of 80.
- For a maximum of 120 guests (if booking for maximum capacity, please note it is not a fully seated event)

2. Event Timing, Entertainment & Access

- Private hire starts from 6:30PM
- Entertainment is not provided by the Bar and must be booked by the Client.
- All under 18's must be off premises by 10pm.
- Music must finish, and bar to close by 12:30am.
- All guests must vacate the premises by 1:00am.
- The client must provide and do all their own decoration and be responsible for removing at end of night.
- Any equipment brought by the Client's entertainment must also be vacated by closing time.

3. Additional Catering and Services

- Catering services have a minimum spend of £150.00
- Welcome drinks, drinks packages, can also be added and priced accordingly.
- Cake tables, cake knives, and display tables are available upon request and free of charge.
- An overnight stay rate for guests can be offered at a discounted rate.

4. Restrictions

- We do not host 18th birthday parties.
- The Venue reserves the right to cancel any event booked under false pretences.

5. Damages and Clean-up

- The Client is responsible for any damages incurred during the event.
- The Venue reserves the right to charge for damages.

6. Bottle Charge

- A fee of £50 will be applied for each empty alcohol bottle found on the premises that wasn't purchased on-site.

7. Payment Terms

- The hire of the hall will be £350 (venue hire only)
- A non-refundable deposit of £100 is required at the time of booking to confirm the reservation.
- We retain a card on file for incidentals including damages occurred.
- All remaining costs (hire, catering, drinks, etc.) must be settled 3 weeks prior to the event.

8. Cancellation and Terms

- Deposits are non-refundable and we will be unable to refund in the event of a cancellation.
- If any event is booked under false pretences, the Venue reserves the right to cancel the booking without liability.

Signed: Full Name:

Date:

Manager's Name: Managers Signature: