

# Exclusive Use

## ENQUIRIES

When enquiring with us, please be sure to include the following information for a prompt response;

Date and time

Venue (address if outside catering)

Event Type

Number of Guests

Please send this information to - [manager@thelanedea.co.uk](mailto:manager@thelanedea.co.uk)

## PARTIES

When it comes to hiring an area for a celebration we've got you covered, including the space, food, drinks and the staff! Choose from Bar Bites, Buffets, Afternoon Tea's or a more formal sit-down dining option; plus our huge range of drink choices to get the party started.

We're able to cater for various groups and whatever option you choose, we'll always endeavour to make sure your guests are looked after by our friendly front-of-house team.

## BABY SHOWERS

Celebrating a baby on the way... then we have the perfect space upstairs and add the little touches to make it personal and special to you. Whether it is just for 2 people or a larger group, we have different packages to suit all. Please just email us all the details required and we can work out an event just for you.

## CELEBRATIONS

We have the perfect space for you to host a Birthday / Engagement or any other celebration. You can have anything from a sit down meal, buffet, or even one of our famous Afternoon Teas! We can also host small groups for cocktail masterclasses with one of our fantastic mixologists.

## EXCLUSIVE USE

BAR AREA (For 20 - 40 ppl) - Hire fee from £150

UPSTAIRS FLOOR AREA & BAR (For 30 - 60 ppl) - Hire fee from £250

ENTIRE VENUE- This is subject to availability and time of year, please enquire for further details/costings

## DESIGN & THEMES

We can also cater to most themes to suit your special event. If you have a colour theme, business event, baby shower or want some extra sparkle then give us the brief and we can work with you.

\*Extra costs may be included

## SUPPLIERS

We work closely with various different suppliers to help bring together your event:

LADY PENELOPES - For floral displays in and around your buffet table/area

BOARDS BY JESS - If you want any name cards, chalk boards and entrance signs,

PHOTOGRAPHERS - If you want some memories of your special event then we have a few photographers we can recommend.

DJS & LIVE MUSIC - We have a good collection of DJ's and bands who can help get the party started.

Please note there may be a set up fee separate to DJ cost.

## DECORATIONS

We welcome decorations, balloons, signage etc but we do ask no confetti or similar please and likewise anything that will damage our walls. Please take all decorations with you when you leave. If any decorations are left we may impose a £20 charge. Should you wish to allow for extra time to decorate please let us know, we usually allow 15 minutes prior.

## TERMS & CONDITIONS

Upon booking we will collect credit/debit card details to hold in our secure system. If you cancel or make any amendments prior to your reservation date they may be subject to a charge depending on hire type and number of people (breakdown below).

For a hire charge we require 50% of the total fee upon booking via direct bank transfer to the following details:

The Lane Restaurant Ltd

Account no: 34693475

Sort code: 523023

We would then require the remaining balance, final numbers and any dietary requirements at least 1 week prior to the event date.

## REDUCTION IN NUMBERS

If you need to reduce numbers you can do so up to 48 hours prior to the event date for our Bar Area Hire and Bar Bites and 72 hours prior for our Upstairs & Bar or Entire Venue and buffet or afternoon tea food options. However a reduction below the minimum threshold will not be possible.

## CANCELLATION

Should you wish to cancel we would require a minimum of 1 week's notice for Bar Area Hire and 1 month's notice for Upstairs & Bar Area and/or Entire Venue Hire. The deposit taken is non refundable if cancellation is not within these notice periods and a further £10 per person fee would be deducted from credit/debit card details taken the amount of guests booked in.