

TERMS AND CONDITIONS

The Vault offers a private function room for hire, perfect for your upcoming event. The space features a private bar, roof terrace, and a dedicated events organiser to help ensure everything runs smoothly. The function room is available Monday to Thursday from 12pm–11pm, Fridays and Saturdays from 12pm–1am, and Sundays from 12pm–10pm in accordance with our premises licence.

Last orders are called half an hour before the end of the hire period. For example, on Fridays and Saturdays, last orders are at 12:30am and the bar closes at 12:45am. Any live music or entertainment must finish 15 minutes before the end of the hire period, and the room must be vacated on time. A member of staff will assess the room at the end of the event to confirm whether your deposit can be returned.

The function room accommodates a minimum of 40 and a maximum of 80 guests. The hire fee is £150 for a six-hour period, with additional hours charged at £50 per hour. A £100 holding deposit is required to secure your booking. This deposit is non-refundable before the event but will be returned in full afterwards, provided there is no damage, excessive mess, or breach of venue rules. The Vault reserves the right to retain a portion or the full deposit if terms and conditions are not met.

If you need to cancel your booking, we will do our best to offer an alternative date with at least 14 days' notice. When booking catering, a separate £100 deposit is required to secure your food order. Remaining balances for both room hire and catering are due 14 days prior to the event. Deposits are non-refundable before the event for any reason; however, if you contact us 14 days before your booking, we will endeavour to find an alternative suitable date. All deposits and payments must be made in cash.

Access to the function room is permitted one hour before the start of your booking for setup unless agreed otherwise. Final guest numbers and any specific requirements must be confirmed no later than seven days before your event.

The Vault does not allow any outside catering. All food must be supplied by our approved local partners to ensure quality, safety, and consistency. We work closely with three trusted suppliers to provide fresh, high-quality options to suit all budgets. A minimum food order applies for 30 guests, and we manage all food bookings directly for your convenience. Buffets are displayed for a maximum of two hours in line with food safety regulations.

Any external suppliers—such as DJs, decorators, entertainers, or photographers—must contact us prior to your event. All suppliers are required to provide valid Public Liability Insurance and PAT certification for any electrical equipment. Suppliers who cannot provide these documents may not be permitted to operate on the premises. Venue furniture must not be moved without prior permission.

Please note that the function room is located on the first floor and is accessible via stairs only; there is no lift access. Private toilets are available on the same floor for function room guests. We do not accept bookings primarily aimed at guests under 21, such as 18th or 20th birthday parties or children's parties. All guests under 18 must be supervised by an adult and must leave the premises by 11:30pm.

The Vault operates a strict Challenge 25 policy. Valid photo ID is required for anyone who appears under 25, and we reserve the right to refuse service to anyone suspected of purchasing alcohol for minors.

For the comfort and safety of all guests, certain items are prohibited within the venue. These include table confetti, confetti balloons, smoke cannons, party poppers, and the use of blue-tack, Sellotape, or glue dots (only white tack may be used). Vaping and drug use are strictly prohibited anywhere on the premises. Guests are not permitted to carry drinks between the main bar and the function room for licensing and safety reasons. All personal decorations and belongings must be removed at the end of the booking period unless previously arranged. The Vault is not responsible for any items left behind.

The individual signing the booking form accepts full responsibility for any damage, loss, or misconduct that occurs during the event. Any repair or replacement costs will be invoiced directly to this person.

By signing our booking form, you confirm that you have read, understood, and accepted all terms and conditions outlined above. Policies are subject to change, and additional terms may apply at the discretion of The Vault.

For further information or to discuss your event in more detail, please contact our Events Coordinator at vaultbarclevaleys@icloud.com or call 01253 823666.