



The Case is Altered
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PRIVATE FUNCTIONS POLICY

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General Principles

As part of its service to the community, the Case will make facilities available to local groups who meet the criteria laid down by the Committee. It is not available to all and sundry on a commercial basis and each application will be considered on its merits.

Private events must be held at times when the pub is normally closed, except for small groups (30 or fewer) where the garden room can be exclusively used. **Applications outside these times will be considered individually.**

There should be a strong local connection. Preferably the applicant will be a current supporter of the pub i.e. regular volunteer or customer, and/or a shareholder or a recognised member of the village.

What the pub will provide:

- Sufficient volunteers to service the event (see below under Food)
- Advice on food (e.g. Sainsbury's, Waitrose)
- Teas and coffees (see below under Charges)
- Bar services
- Table coverings
- Cleaning
- PA system for music

What you will provide:

- All food
- Disposable plates, napkins and cutlery
- Decorations (only by agreement)
- Recorded or live music if required

Food and drink

- You **will be responsible** for ordering food and having it delivered to the pub in good time to allow for preparation.
- Food must be ready to serve and **not require** any heating or cooking.
- Only drinks bought over the bar should be consumed.

Music

- Music will be allowed on a case-by-case basis, but as a general principal should not be such as to cause any inconvenience to local residents.

Car Parking

- Overflow parking may be provided in the parish field and suitably signposted, after due consultation with those responsible for the field. **Due to current building works the village hall car park can be used for overflow but by prior arrangement only.**

Charges

As a general rule there will be no charge for this service, but a modest fixed sum (normally £45) will be charged to cover the cost of all teas and coffees. If a tab has been placed behind the bar this sum will be added to the bill.

NB This service is staffed entirely by volunteers and apart from the cost of teas and coffees no charge is made. However a minimum donation of £50 towards the running costs of the pub is always appreciated.