Dram!

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**Party booking – terms & conditions & Information**

**Please ensure you read and understand before confirming your booking**

For images & details of the space available please check out our website:

<https://www.dramglasgow.co.uk/basic-01>

The room is free to hire with a deposit of £50 required to confirm bookings. Only book/pay the deposit once you have read the T&C’s fully and are sure this space would suit your event/function…we are a pretty casual/chilled venue!

**DEPOSIT:**
All events for Wee Dram! or the fireplace area require a £50 deposit. THE BOOKING IS ONLY CONFIRMED ONCE THIS HAS BEEN RECEIVED. This should be paid within a week of booking (or less if short notice booking) & can be paid over the phone or by visiting the bar. This is fully refundable & can be collected at the end of the party if the terms & conditions laid out within this document are adhered to. (should you forget to collect on the night just email over)

**CAPACITY:**

Maximum capacity for the Wee Dram is 70. (approx. 60 seated). We recommend max of 60 though for comfort & movement!

Maximum capacity for the fireplace area is 35, for bookings up to 20 we can hire out a section of this space or we also have an extremely large table in the middle of the restaurant that holds approx. 15 to 20

We require minimum attendance levels to book Wee Dram…

 Sunday – min 40 people (only avail daytime)

 Monday to Thursday – min 30 people

 Friday/Saturday – min 50 people

In the event that a party fails to meet the minimum requirements the deposit will be lost with the room opened up to allow use to other customers too.

**TIMES:**

Minimum booking time for parties is 4 hours eg 8pm to 12am. (this doesn’t include any kind of set up time, this is the time we require the room to be filled with party goers spending money at the bar!)

**MANAGEMENT RESERVE THE RIGHT TO REFUSE SERVICE AT ALL TIMES.** We will not tolerate abuse or rudeness to our staff. We are a friendly bunch but do not take kindly to bad manners and aggression. (Bear this in mind when you decide who you’re inviting!)

Last orders at the bar will be called at around 11.30/40pm we require all customers to have left the premises by 12AM. Please organise the taking down of decor and removal of equipment to be out for this time.

**CHILDREN & YOUNG PERSONS:**

**Under 18’s are not permitted to be on the premises after 8pm and can’t be in the bar area.** Buying alcohol for any Under 18’s is strictly prohibited and will result in a forfeit of any deposit paid and the ejection of all guilty parties & potentially the shutdown of the whole party.

**We operate a strict ‘Challenge 25’ Policy.** If you or your guests are lucky enough to look under 25 then please bring valid ID to avoid embarrassment (passport or driver’s license only). Should you not be able to prove your age, we will require you to leave the premises at 8pm in accordance with our children’s license.

**DÉCOR/ROOM SET UP FOR WEE DRAM:**

Early access to Wee Dram to decorate, hang banners, balloons, embarrassing photo’s etc is normally (but not always) available max 1 hour before your party start time. Please arrange this at the time of booking. We can’t store or hold things before or after your event…we have very little storage space! Also please remember all décor needs removed from the premises before the legal license time is up (this is 12.15am …at the latest!) **No confetti, party poppers or glitter (or similar!)...this includes balloons that contain confetti/glitter! THIS WILL RESULT IN THE LOSS OF DEPOSIT.**

Feel free to move tables and chairs around a bit in the room, we just require the fire exit route/walkways and access to the toilets to be left clear. Please note the toilets aren’t private and may be used by customers in the bar area. We can remove and add a few chairs and a couple of small tables but we have very little storage so can’t empty the room. PS we don’t do the re-organising of the room, that’s up to you!

As the fireplace is not a private room we use these tables right up until booking times so we can’t allow early access.

**FOOD/CAKE/BUFFETS:**

Should you wish to provide some snacks (cupcakes, bday cake, crisps, sweets etc) then feel free. We can provide a knife to cut cake but please bring along your own plates, disposable or otherwise! **PLEASE NO NUTS, WE HAVE STAFF WITH AN ALLERGY TO THEM.** We don’t allow the bringing of any other pre-prepared foods on to the premises, we have a kitchen franchise that offers buffets from £6.50 per head (ask us for a buffet menu).

Buffets are served at the end of food service, 9/9.30pm for an evening booking and approx. 3/3.30pm for daytime (WHERE POSS…WE CAN’T ALWAYS ACCOMMODATE WEEKEND DAYTIME BUFFETS) Please organise any buffets a minimum of a week prior to your booking.

**DRUGS/INTOXICATION:**

Any party members caught with illegal substances or considered under the influence of drugs or intoxicated will be required to leave the premises immediately.

**The consumption of alcohol bought out-with the premises is strictly forbidden and anyone found drinking alcohol not purchased from Dram! will be required to leave immediately, this will result in a forfeit of any deposit paid** **by the event/function organiser.** Should you receive presents in the form of alcohol please declare and we can hold this in our office until the end of the night. **We do NOT allow alcohol to be given out as a raffle or quiz prize** unless it has been purchased at Dram!

**MUSIC:**

The Wee Dram has the facility for you to bring your own music and plug in and play via mobile phone/laptop/tablet…this is done via Bluetooth. No live bands/DJ’s or karaoke please…we have upstairs neighbours.

A microphone & stand is also available for use for quiz, talks or comedy events. We have 3 TV’s in the room and hdmi cables to plug into one of these for presentations.

**DISABILITY ACCESS:**

Its 3 steps down to the private room from the bar, wheelchair access is via the fire exit only & the disabled toilet is in the main bar so requires having to go outside and back in via the main entrance. The fireplace section is again up a few stairs. (sorry it’s an old building and not ideal!)