



FUNCTIONS AT THE YARD

WELCOME

01943 609606

ilkley@workhardplayyard.co.uk

www.theyardilkley.co.uk





WELCOME

The Yard's function room is totally self-contained and very flexible. It can accommodate up to 75 people inside and 25 outside with a south-facing, sun-trapped balcony all year round. There is a canopy covering the outside seating area as well as outdoor heaters. The ideal number of guests is 40-80 people. It also benefits from having a smoking area all year round. The venue is what you would like it to be, just ask the question and we can be sure to accommodate.

If you would like food we can offer hot and cold buffets (see below).

The room hire is free.

You may wish to have a free bar, drinks on arrival or simply an all paying bar, the option is yours.

The room is shut off from the public and fully private for you until midnight. On Fridays & Saturdays we are open until 3am with a live DJ so the party doesn't have to end when your function does.

We have a system that allows you to plug in your phone / iPod / iPad / laptop and play the music of your choice. If you don't want to do a playlist, you are welcome to listen to our great selection of tunes provided by Ambie.

In order to secure the function room, all we require is a deposit of £100 to be paid on confirmation of the booking. This is simply to guarantee the room and not a charge: it will be given back to you within 10 working days from the date of your function (providing there have been no issues during the night). Please make cheques payable to Project Pub Company (Ilkley) and dropped into James or Louise at The Yard, or make a BACS (preferable) payment (but advise us you have done so) to the following account:

Project Pub Company (Ilkley)
Sort code – 20-11-81
Account number – 73159043

Only after your BACS payment has cleared into our account will your function be confirmed via email. We look forward to hearing from you and hopefully making your occasion one to remember. If we can be of any further assistance, please don't hesitate to call us on 01943 609606 or email yardfunctions@hotmail.com.

Many thanks,

Lou & the team at The Yard



MENU

Bacon and sausage sandwiches

Served in fresh bakers baps

£4.95 per person

Pie and peas

Wilkinsons Pork pie, mushy peas & mint sauce

£5.95 per person

BUFFET OPTION 1

Mixed Sandwiches

A selection of Cheese & Red onion, Ham & tomato, Tuna mayo

Dressed mixed leaf salad

Homemade red slaw

Tortilla chips & chunky tomato salsa

Selection of quiche

£7.95 per person.

BUFFET OPTION 2

Mixed Sandwiches

A selection of Pulled pork, Coronation Chicken, Mediterranean vegetable & hummus

Dressed mixed leaf salad

Homemade red slaw

Vegetable samosas

Duck spring rolls

Chicken wings

£9.95 per person.

BUFFET OPTION 3

Mixed Sandwiches

A selection of hot beef or hot pork sandwiches

Fish bites

Honey and mustard marinated chipolatas

Creamy potato & chive salad

Homemade red slaw

Dressed mixed leaf salad

£12.50 per person.



MENU

Cluck Norris' chicken platter

¼ Chicken served with a selection of sauces

Skin on fries

Homemade red slaw

Buttered corn cobette

£9.50 per person

Hugh Heffer burger platter

Selection of burgers

Skin on fries

Homemade red slaw

£9.50 per person

Burgers & Birds platter

Selection of burgers & ¼ chickens

Corn cobettes

Skin on fries

Homemade slaw

Onion rings

Dressed mixed salad

£10.95

Add skin on fries to any function £1.50 per person

Profiterole tower

Ideal for 20-25 people

£39.95

Cupcake selection

A mix of chocolate and vanilla cupcakes

£1.50 per person

Mini brownie bites

£2.00 per person

Mini dessert selection

Bite size pieces of macaroons, cheesecake & brownie

£3.95 per person



TERMS & CONDITIONS

Terms and Conditions of Function Room Hire

Please note that the room or event is NOT booked until the deposit been paid.
Please read all the terms and conditions below and sign.

1. Definitions

- a) The premises for the purposes of these Terms and Conditions refer to The Yard.
- b) A week is defined for these purposes as being a calendar week and not 5 working days.

2. Use of Premises

The Yard Bar and Function Room reserves the right to refuse any booking at its discretion.

3. The Client

The Client is the person who confirms the booking in writing and who is, therefore, ultimately responsible for the payment of all charges incurred.

4. Terms of Payment Reservation and Confirmation

All reservations must be confirmed in writing, via email. All other amounts incurred against this agreement will be paid on the evening in question. Any queries shall not affect the immediate payment of the account. Provisional reservations will only be regarded as confirmed on receipt of the signed contract and requested deposit. Should the client fail to return the signed contract and pay such deposit within two weeks of the requested booking, The Yard Bar and Function Room may treat the reservation as having been cancelled by the client. Any reservation changes must be confirmed in writing. The client shall not be entitled to assign the reservation to any third party nor to utilise Professional Bar and Catering Events facilities for any other purpose than that stated in the contract without Professional Bar and Catering Events prior written approval.

Deposits

£100 is required upon confirmation. The £100 holds the date for you and will be repaid no later than 10 days after your function. All function deposits are returned to the client by bank transfer only, within 10 days after the function. Please note: deposits cannot be returned by cash or refunded onto debit or credit cards.

All accounts are due for settlement 10 days prior to the date of the function. Any function booked within a 10 day window of the actual function date must be settled on the day of confirmation with the £100 deposit.

Failure to comply with the above deposit schedule may result in a reservation being cancelled. Deposits can be paid by either cheque made payable to Project pub company or by a bacs payment. But please note that you must advise us of when you make the bacs payment as no function will be confirmed until we can account for it clearing in our account.

Bacs info:

Name on account- Project pub Company Bank- Barclays

Sort code- 20-11-81 Account number- 73159043

5. Cancellation

Any notice of cancellations must be made in writing to the Manager and arrive prior to the date of the function. Once a booking has been confirmed in writing The Yard Bar and Function Room reserves the right to impose cancellation charges as follows:



TERMS & CONDITIONS

a) Cancellation by the Client

In the event that you cancel your event with The Yard Bar and Function Room after acceptance of this booking by The Yard Bar and Function Room, a cancellation fee may be charged and is payable on demand. The fee is calculated from the anticipated total function cost as detailed in the Final Invoice provided by The Yard Bar and Function Room, and then by taking the following percentages of such resultant figure. The deposit will automatically be lost and is totally non refundable for cancellations

Cancellation over six months prior to the function: 0% of final Invoice.

Cancellation within three month: 50% of final invoice.

Cancellation within less than 7 days: 75% of final invoice.

Should we receive another booking for the date after cancellation by a client, all or a portion of the advance deposit and cancellation fee may be refunded to the client at the absolute discretion of The Yard Bar and Function Room

b) Cancellation by The Yard Bar and Function Room

The Yard Bar and Function Room reserves the right to cancel the booking or reservation in the event of the client failing to perform any of the obligations contained within this contract of terms and conditions.

If for any reason beyond its control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, The Yard Bar and Function Room is unable to perform its obligation under this Agreement, such non-performance is excused and The Yard Bar and Function Room may terminate this Agreement without further liability of any nature, upon return of the customer's deposit. In no event shall The Yard Bar and Function Room be liable for consequential damages of any nature for any reason whatsoever.

6. Final Numbers

If catering has been organised by The Yard Bar and Function Room on behalf of the client then the client agrees to confirm to the Manager in writing (by post or email) the final numbers attending by no later than midday five working days prior to the function date.

If numbers are not confirmed by this time The Yard Bar and Function Room reserves the right to charge the original estimate of numbers attending as printed on the latest catering estimate sent to the client, or the actual numbers attending, whichever is higher. It is not always possible to cater for an unexpected increase in the numbers of guests attending at short notice

7. Damage to The Yard Bar and Function Room Property & Items not Permitted on the Premises

a) The client shall take all reasonable precautions to ensure that no damage occurs to the property of The Yard Bar and Function Room or its employees. In the event of any damage occurring, The Yard Bar and Function Room reserves the right to render the client liable for the replacement or repair of any or all property damaged. A minimum charge of £50 will be incurred for any decorative damage, anything over this amount will be charged accordingly.

b) In the event of any members of staff being injured by the client or anyone attending the function the client shall be liable for any claims arising therein.

c) The client shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the premises by means of nails, screws, drawing pins or any other means unless agreed in writing by The Yard Bar and Function Room prior to the function. If agreed by The Yard Bar and Function Room, The Yard and its staff shall facilitate aide to its best abilities in helping the client with dressing and decorating the function rooms. The Yard Bar and Function accepts no responsibility for any damage or the overall aesthetics of the function rooms above and beyond what The Yard Bar and Function Room has provided.



TERMS & CONDITIONS

8. Contractor's Equipment

The Yard Bar and Function Room cannot accept responsibility for any equipment, provided by, for, or on behalf of the client, left unattended prior to, during or after the function.

9. Insurance of Client's Property

The client acknowledges that any such objects, equipment, furniture, stock, or other property of any sort will remain under the control and care of the client and that the client is in the best position to insure such property and accordingly it is reasonable for The Yard Bar and Function Room to exclude liability for such property to the extent excluded hereby.

10. Conduct

The client shall ensure that the function is conducted in an orderly fashion without causing a nuisance and in full compliance with the directives and requirements of the Management of The Yard Bar and Function Room and with all applicable laws ordinances and regulations.

11. Rights to Exclude or Eject Persons

The Yard Bar and Function Room reserves the right to exclude or eject, as it thinks fit and reasonable, any persons from the premises whom it shall consider objectionable (including any engaged by the client to provide entertainment or perform any other duties at the function) and the client will be liable for any liability.

12. Food and Beverages

The client will ensure that any food and beverages of any kind that are to be brought onto the premises by the client or the client's guests, invitees or any other person attending the function, is previously advised to The Yard Bar and Function Room and may incur a cost.

13. Loss and Damage

By acceptance of these terms and conditions, the client indemnifies the premises against any loss, claim, damage, costs or expenses suffered by or made against them however and by whomsoever caused (including but not limited to the negligence of the organiser, his servants or agents) arising from the event subject only to the extent to which such loss, claim, damage, costs or expenses arise wholly or in part from negligence on the part of the venue.

14. Function

The Yard Bar and Function Room will endeavour to make sure the room is ready at least an hour before the clients event, The Yard Bar and Function Room cannot wholly guarantee this due to unforeseen set up circumstances.

The Yard Bar and Function Room shall be ready for all functions at the agreed start time; if a function arrives early prior to confirmed arrival time or stated function start time The Yard Bar and Function Room will try their best to accommodate these circumstance but The Yard Bar and Function Room cannot guarantee the room, rooms or venue before the agreed start time (found on The Yard Bar and Function Room confirmation sheet).

15. Data Protection Act

Your details will be held by The Yard Bar and Function Room on its computer database for use by its Administration Department for maintaining proper records and for marketing purposes. It will not be passed on to any third parties.



TERMS & CONDITIONS

16. Reservation and Confirmation

Provisional reservations will only be regarded as confirmed on receipt of the signed contract and requested deposit. Should the client fail to return the signed contract and pay such deposit. The Yard Bar and Function Room may treat the reservation as having being cancelled by the client. Any reservation changes must be confirmed in writing as stated above. The client shall not be entitled to assign the reservation to any third party nor to utilise The Yard Bar and Function Rooms facilities for any other purpose than that stated in the contract without The Yard Bar and Function Room prior written approval.

17. Conditions

The Yard Bar and Function Room and/or any of its employees do not accept any responsibility for any loss or damage sustained by the client, the client's employees, or the clients guests, however incurred whilst on the premises. The Yard Bar and Function Room does not accept any responsibility for any losses, damages or inconvenience caused to the client due to power failures or acts of God. The client agrees all damage caused by the client, the client's employees, or the clients guests to any facilities owned by The Yard Bar and Function Room will be charged directly to the client. The client accepts that they are liable for the whole bill.

The food requirement must cater for at least 75% of the total amount of guests invited. Guest numbers cannot be changed within seven days of the booking and the agreed amount of food catering requirements will be charged.

We reserve the right to close down any function or event where the management feel that our rules and regulation are not being adhered to.

If we do not receive a response back from the last correspondence / e-mail we will take everything in the last correspondence / e-mail as been present and correct. The final correspondence is always to be taken as the most up to date and current.

If we stop a function part way through for any reason we reserve the right to hold your FULL deposit amount.

Deposits will be returned to you within 10 working days after the function is held

18th BIRTHDAY PARTY INFORMATION

All 18th Birthdays have a basic charge of £100 plus any additional extras this covers the costs of additional monitoring and staffing.

All 18th Birthdays must have at least 2 adults over the age of 25 years old present for the duration of the function.

No under 18s will be allowed entry to private parties at the Yard.

All 18th Birthdays will have an additional member of staff on the door to the function, all guests must have a printed invite to allow staff to identify the guests.

All guests must bring ID - anyone without will not be allowed entry to the venue

FULL PAYMENT FOR ANY FOOD/DRINKS/EXTRAS MUST BE PAID 14 DAYS BEFORE THE FUNCTION

I the undersigned, accept the details, terms & conditions as stated above.

Print Name:

Date of function:

Company Name:

Signature:

Date signed: