



The Union

Important bits:

Please read through the following terms and conditions carefully and be sure to let us know if you have any questions!

Quotes: Please note the quote provided by the Union Club, has been based on the details given in your initial enquiry. If the details (guest numbers, timings etc.) change, the quote may need to be revised.

Deposit: A non-refundable deposit of £500 will be required to confirm your booking. The final payment must be received within 30 days of your booking. In the event your booking is within 30 days of confirmation, full payment is required.

Food & Drink: Your food and beverage pre order with any dietary requirements must be received at least 7 days in advance of your event. If this pre order is not received, we are not able to guarantee that your choices will be available. We can make small changes to your selection up to 72 hours prior to your event. After the 72 hours mark, any changes in your order will be charged accordingly.

Security: Bookings of 150 guests or more will incur a mandatory security charge of £175.00 per security operative. This price does not include bank and public holidays, as prices will fluctuate for such dates.

Cloakroom: For groups of 70 or more a fee of £70 will be charged for a cloakroom attendant.

License Extension: until 1:00am - £150 additional and for 2:00am finish, £400 additional charge. We would kindly ask for 3 weeks-notice if you would like to extend your party beyond 12am.

Terrace: If you would like to add the terrace to your booking, please let us know as this will need to be contracted. If this is not booked, the space will be shared with our members or other events. To respect our neighbours our roof terrace closes at 11pm.

Hold: Please note until you request us to do so, we will not space on hold. Please do let us know if you would like me to do so. We do get a significant number of enquiries, so operate on a first come first serve.

Food Allergies and Intolerances: Before you order your food & drinks please speak to our staff if you want to know about our ingredients.

AV: Please note our TV screen is subject to availability and we operate on a first come first serve basis. To avoid disappointment, we advise that you let us know as soon as possible if you would like a TV screen. If our inhouse screen is not available, we would be delighted to hire one in at an additional cost. The Union has an in house Pioneer DJM750, with 2 x XDJ1000s.DJ kit, which you are welcome to use. This will be charged at £250 including VAT to use during your event. The Union also has a lower spec DJ kit, which again you are welcome to use on a complimentary basis. Please note this kit is only compatible with USB. Both kits are on a first come first serve basis, so please do let us know as soon as possible if you would like either otherwise another party may have already requested them.

VAT: Optional gratuities are non VAT rateable. Please note that food and drink prices are inclusive of VAT.