

The Swamp — Venue Hire Terms & Conditions

By booking a venue hire (Partial or Private hire) at The Swamp, you agree to the following terms and conditions. Please read carefully before confirming your booking.

1. Our Booking Options & Prices:

Booth Hire (Partial Venue)

- Thursdays: £250
- Fridays & Saturdays: £400

Private Hire (Full Venue)

- Wednesdays & Thursdays: £500
 - Fridays & Saturdays: £1400
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2. The payment terms for your booking:

Booth Hire & Weekday Private Hire (Wed/Thurs)

- Full payment is required upfront to confirm the booking.
- Bookings will only be confirmed once payment is received in full.

Weekend Private Hire (Fri/Sat)

- You may opt to pay in two instalments:
 - 50% deposit at the time of booking.
 - Remaining 50% must be paid no later than 1 month prior to the booking date.
- If the second payment is not received by this deadline, the booking may be cancelled.

Payment Method

- All venue hire payments will be invoiced via our accounts department and must be paid to the account details provided on the invoice.
 - Payments for drinks packages must be made on the night of the event at the bar.
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3. Cancellation

- To Cancel, please email theswamp@deyabrewing.com or our Bars General Manager chloe@deyabrewing.com.
 - Cancellations made more than 1 month prior to the booking date will receive a full refund.
 - Cancellations made within 1 month of the booking date will incur a 50% cancellation fee on the total amount paid, with the remaining balance refunded.
 - Refunds will be processed within 7-10 business days.
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4. Conduct & Behaviour

We want every guest and staff member to enjoy their time in The Swamp. To ensure a safe and respectful environment, the following policies apply:

- In accordance with the Licensing Act 2003, we reserve the right to stop serving alcohol to any customer who appears to be intoxicated.
- Drunk and disorderly behaviour will not be tolerated. We reserve the right to remove individuals from the premises if their behaviour is disruptive or endangers others.
- The Swamp Bar reserves the right to end the hire period early if we believe that guests or the client are behaving inappropriately, causing damage, or not treating staff or the venue with respect.

In such an event no refund will be given.

5. General

- By making a booking, you confirm you are authorised to act on behalf of your group and accept responsibility for the conduct of your guests.
 - You are liable for any damages caused to the venue or equipment during your hire period.
 - We recommend all guests to take care of their belongings, as The Swamp Bar is not liable for loss or damage to personal property. We do however have CCTV available to review if needed.
 - Minimum age for entry may apply depending on the event or licensing restrictions.
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6. Questions or Changes

For any and all questions about your booking, changes, or invoice queries, please contact our Bars General Manager [chloe@deyabrewing.com] or the Swamp email [theswamp@deyabrewing.com]

We look forward to welcoming you to the Swamp!