

## APH Booking Details Guidance

This document is designed to guide you through the completion of the **Booking Details** Form and to ensure all necessary information is provided accurately. It outlines the requirements, expectations, and key information needed for us to assess and prepare your event booking.

Please read each section carefully and provide as much detail as possible when completing the form. The information you submit will be used to plan your event, allocate resources, and prepare your Formal Booking Agreement.

Failure to provide accurate or incomplete information may result in delays or impact our ability to deliver your event as expected. If you are unsure about any section, you may provide provisional details (e.g. "TBC") where indicated and confirm these at a later stage.

---

### Client Details

Full details must be provided for the individual assuming responsibility for the booking. The contractual agreement shall be entered into solely with the person named in this section, who will be legally liable for all obligations arising from the booking. This individual must also be the same person who attended the venue viewing.

---

### Event Details

#### 1. Event Date & Timing

Please provide the proposed date of your event, along with your preferred event timings, including arrival and start times. Standard event time slots typically fall within the following categories:

- **Daytime events:** 1:00pm – 6:00pm
- **Evening events:** 7:00pm – 12:00am

All timings are subject to availability and final approval by the Booking Manager. You may indicate your preferred schedule, and the Booking Manager will confirm or adjust timings as necessary to accommodate your event.

Start and finish times must be adhered to as per your Formal Booking Agreement. Access for setup will be available at agreed times and indicated in your Formal Booking Agreement.

## **2. Event Type & Description**

Specify the type of event and provide a clear, detailed description. General terms such as “birthday party” are insufficient—please include specific details (e.g., 1st, 18th, 21st, 40th birthday).

Providing comprehensive information allows us to plan, prepare, and resource your event appropriately, ensuring suitable staffing and a smooth delivery on the day.

## **3. Hire Package & Additional Requirements**

Please indicate the room and hire package you wish to book. A summary of available hire packages is provided below.

If you require any variations or amendments to a package—particularly those discussed during your venue viewing—please outline these in the additional details section. All requests are subject to review and approval by the Booking Manager and must remain consistent with what has been agreed.

### **Ellis Room – Standard Hire**

Perfect for smaller gatherings, meetings, and celebrations. Use of main members’ bar.

### **Ellis Room – Enhanced Hire**

Includes everything in Ellis Room Standard Hire, plus White chair covers with coloured sashes and White table linen

### **Cellar Club – Standard Hire**

Exclusive use of our underground nightclub space with staffed bar.

### **Cellar Club – Enhanced Hire**

Includes everything in Standard Hire, plus our stunning **LED white sparkle dance floor** for a real wow factor.

### **Cellar Club – Full Package**

The complete celebration package:

- ✦ Exclusive nightclub space with staffed bar [setup, service, clean-up]
- ✦ LED white sparkle dance floor
- ✦ White chair covers with coloured sashes
- ✦ White table linen

## **Premiere Garden Marquee**

Perfect for luxury garden events/celebrations up to 100 people.

- ✦ 9m x 15m clear-span marquee
- ✦ Dressed in Ivory lined ceiling drapes, Ivory lined walls and swags
- ✦ 60 chairs with white chair covers and coloured sashes
- ✦ 10 round guest tables with full length white table linen
- ✦ 3 rectangle buffet tables and full-length white table linen
- ✦ Silver front bar unit and bottle cooler for serving bottle drinks/wines/spirits

## **4. Accurate Guest Numbers**

Accurate guest numbers are essential for the planning and delivery of your event. Please provide realistic estimates of attendees. Your Formal Booking Agreement will confirm the estimated guest numbers, including the minimum and maximum required for the event. These limits ensure we can operate efficiently while providing the best possible service.

- Accurate guest numbers allow us to plan staffing, stock, room layouts, and other resources effectively.
- Minimum guest numbers apply to all events.
- Your hire price is based on the expected guest numbers.
- If significantly fewer guests attend than stated in your Formal Booking Agreement, we may need to move your event to a smaller room or space, reduce staffing, or, in some cases, close the event early.

---

## **Catering Details**

### **1. APH Recommended Caterers**

We work with a selection of trusted caterers who have provided excellent service at APH over multiple seasons. They are familiar with the Hall, its spaces, and our operational expectations as a mobile catering venue. Using these caterers helps ensure a smooth, high-quality catering experience for your event.

Our recommended caterers include:

- **Perfect Platters** – 07830 742266 | <https://www.perfectplattercateringliverpool.co.uk/>
- **All Budget Catering** – 07810 731467 | <https://www.allbudgetcatering.com/>
- **Four Seasons Catering Co.** – 07506 232976 | <https://www.fscoco.uk/>

Please contact the caterers directly to discuss menus and pricing.

If you intend to use one of these recommended companies but have not yet decided which, simply select “Not Yet Decided” in the dropdown menu. You may confirm your chosen trusted caterer with us at a later stage.

## **2. External Catering Companies**

Clients may choose to use an external catering company of their choice. The following requirements apply:

- The caterer must be a professional company or individual with proven experience in providing outside catering services.
- The caterer must hold valid Health & Safety certification and appropriate public liability insurance.
- All food preparation, storage, and handling must comply with UK Food Hygiene and Safety Regulations. Responsibility for compliance rests entirely with the chosen caterer, not APH or its staff.
- Full details of all proposed catering arrangements must be submitted to APH for approval in advance. This includes the type of food being provided and any catering equipment to be used on site. Written approval from APH must be obtained prior to the event.

## **3. Self-Catering – Cold Platters Only**

Clients may provide their own catering under this option, limited strictly to cold, pre-prepared platters (e.g., supermarket or wholesaler such as Costco). Hot food or self-prepared homemade food is not permitted.

Under this option, the hirer is fully responsible for all catering activities, including:

- Handling, storage, and setup of food
- Serving and clearing away food
- Cleaning and removal of all catering-related waste, packaging, and items

No external catering staff or hot food equipment are permitted.

**Disclaimer:** APH accepts no responsibility or liability for the storage, handling, quality, or safety of food provided directly by the hirer. Full responsibility always remains with the hirer.

## **4. Catering Not Yet Decided**

If you have not finalised your catering arrangements at the time of booking, you may select “Undecided.”

Please note: any caterer must be approved by APH before operating at the Hall. If, after paying your deposit and confirming your booking, you later propose a caterer that we cannot approve, you may not be able to use that caterer. Should you then decide not to proceed with the event at the Hall, your deposit will be non-refundable, as the booking and date will have already been confirmed and reserved for you.

To avoid this situation, it is strongly recommended that catering arrangements are finalised before confirming your booking.

## 5. Catering Not Required

This option should be selected for events where no food is required or desired.

Choosing this ensures that the event will proceed without any catering arrangements in place. This means that no food will be supplied or served at APH.

---

### Decoration Details

APH provides a straightforward decoration package, which includes chair covers, coloured sashes, and table linen. These items are part of our hire package and may not be substituted with the same items from an external supplier.

Clients are welcome to arrange additional decorations beyond the hire package. Please note:

- No sticky substances (e.g., Blu-Tack) or pins are permitted on walls.
- Any items you wish to hang must be arranged in consultation with the Booking Manager.
- Confetti, glitter, or similar items are not permitted.
- If you select the linen package, this does not include catering linings; these are subject to your catering arrangements.

All additional decorations must receive approval from APH prior to the event to ensure they comply with Hall policies and safety requirements.

---

### Entertainment & Third Parties

Please provide full details of any entertainment, equipment, or third-party suppliers you intend to use at your event.

**Entertainment Examples:** DJ, live band/singers, children's entertainers, photographers, etc.

**Equipment Examples:** bouncy castles, soft play, photo booths, popcorn machines, balloon displays, etc.

Once your booking is confirmed, it is the responsibility of the client to ensure that all third-party suppliers (including external caterers) provide the necessary documentation in advance of the event. This includes, but is not limited to, valid public liability insurance and relevant health and safety certification. APH will not request or chase this documentation on behalf of the client.

All documentation must be submitted to APH for review and approval prior to the event date. Documentation will not be accepted on the day of the event, and any supplier who has not been approved in advance may not be permitted to operate at the Hall.

Please note: a charge of **£25 per unit** applies for powering electrically operated equipment within the gardens (e.g. bouncy castles or similar apparatus).

If you have not yet finalised your entertainment or third-party suppliers, please indicate “TBC” in the relevant sections (or “None” where applicable).

---

### **Additional Information**

Please use this section to provide any further details that may assist us in planning and delivering your event effectively. This is an opportunity to highlight any specific requirements, requests, or considerations not already covered elsewhere in the Booking Details Form.

Examples may include (but are not limited to):

- Special arrangements or requests
- Accessibility requirements for guests
- Event-specific timings or coordination details
- Unique elements or features of your event

Providing as much relevant information as possible will help us ensure your event is planned accurately and delivered smoothly on the day.

---

### **Final Confirmation**

To submit your Booking Details, please click “Submit” and your details will be sent to Aigburth People’s Hall (APH) for review.

By submitting this request, you confirm that all information provided is accurate to the best of your knowledge and that you have read, understood, and agree to the APH Booking Guidance Rules.

Once your request has been received, we will review the details and issue a **Formal Booking Agreement**. You will then be required to review, accept the contract, and make the necessary payment to confirm your agreement to the terms and conditions contained within it.

Please note submitting a Booking Details Form **does not confirm your booking**. Your event date will only be secured once the Formal Booking Agreement has been issued, signed/accepted, and the required payment has been received.