



HALLY'S PRIVATE HIRE INFORMATION

Dinners or drinks & canapés

Dinners

- We can host private dinners for up to 35 people.
- There are three menus to choose from, at different prices. (Unfortunately we cannot offer menu tastings.)
- We will need to know final numbers and food choices a minimum of five days in advance.
- Seating: in order to make service smoother and to avoid interruption your guests, we suggest making a seating plan. Once we know final numbers we can provide a seating configuration to fill in beforehand. We can do one long table for up to 25 people, or two long tables for larger parties.
- A special Christmas menu will be available over the Festive Season.

Drinks & Canapés

- We can hold up to 60 people standing for drinks & canapés.
- Please see the canapé list attached. There is a minimum order of 40 canapés per different type. We need to know food choices and final numbers five days in advance.
- We recommend a minimum of 5 or 6 canapés per head. Often people choose to have more than this if the event is during dinnertime. (In the past every single canapé has always been finished, even when there have been 12 per head!) We suggest choosing a mix of meat, fish and vegetarian canapés to make sure there are enough options for your guests.

Cost & Availability

- The venue is available for hire every night of the week.
- The venue cannot be hired during the daytime.
- We operate on a minimum spend basis:
- Sunday to Thursday nights - £1,200
- Friday & Saturday nights - £1,500
- (These prices include VAT. A 12.5% discretionary service charge is additional to the minimum spend.)

Cake

- We have a selection of cakes that you can preorder from us for your event 48 hours in advance (please ask to see this list).
- You are welcome to bring your own cake. There is a cake fee of £2 per head if you bring a cake instead of dessert.

Allergies / Intolerances

- Please let us know of any allergies or intolerances before making your food choices, and we will do our best to accommodate these (if preordering a meal these can be included on the guest food choices form). Please be aware that although all due care is taken, there is a risk of allergen ingredients still being present.

Drinks

- If you are having wine, in order to make service easier and more efficient, we suggest choosing one white and one red, also a rosé and bubbly if you like. Please see our wine list attached.
- Hosts sometimes have a tab behind the bar to cover all or a certain amount of drinks for their guests – eg drinks upon arrival and/or wine over dinner. For drinks on arrival prosecco or champagne are popular choices, as well as cocktails (we can send you our cocktail list to peruse).

Payment

- We will require a deposit of £700 to secure the date for you, paid by BACS transfer to the details below. Please email a proof of payment to info@hallyslondon.com. This either can be deducted from the final balance on the night or returned to you.

Name: Hallys Ltd

Bank: Barclays

Sort Code: 20 35 93

Account No: 33796817

- If possible we prefer to take just one payment for the food from the organiser, not from each individual guest (as this takes a very long time at the end of the night and means guests have to wait around while each payment is processed). This can be paid on the night or in advance. (If guests are paying for their own meals, we ask the organiser to arrange payment themselves from each person or their guests can bring cash.)

Timings

- The venue is all yours from 7pm to 11pm when our bar closes. The organisers are welcome to arrive from 6.50pm whilst we are finishing setting up.
- With enough notice we can occasionally apply to the council for extended opening hours beyond 11pm. There is an additional minimum spend of £350 per hour for each hour that we stay open for you after 11pm.

Décor & Ambiance

- We dim the lights and put candles throughout the restaurant. Organisers can bring their own balloons and flowers if desired (we have some vases if needed, or you can bring your own). Just no glitter, sequins or confetti, please.

Music

- We have a large selection of music available via our Sonos and Spotify systems, or the organiser can provide an iPod with a playlist which we plug into an aux cable (please ensure the iPod is fully charged. The iP).