



Meeting Rooms

From an inspiring retreat for your Corporate Away Day, to a beautifully-appointed meeting room for your next board meeting, you'll find the perfect space at Banjo.

	Gaspé	Lemprière
Maximum Capacity	12	70
Refreshments	4 x bottles water, Self-service tea & coffee	4 x bottles water, Tea & coffee £4pp
Room Layout	Boardroom	Theatre, Tables, Standing or Drinks Reception
TV Screen	Yes	No
Flipchart, Lectern, WiFi	Yes	Yes
Hire Fee (Half Day)	£150	£250
Hire Fee (Hourly, minimum 2 hours)	£70	£120
Bar	No	Yes
Minimum Bar Spend (for drinks receptions)	N/A	£100 per hour required
Availability	8.30am – 9.30pm, Monday to Saturday	



Meeting Room Bookings

To request a Meeting Room Booking, please complete our request form: <https://forms.office.com/e/JjsE73YYEW>. Upon receipt of your form, our team will get in touch with you to confirm your details, and to take payment of your deposit. Please note that your booking is only confirmed once you have received an email confirmation and payment receipt from us.

For any queries, or if you have not heard from us within 24 hours of submitting your form, please contact our team via eat@banjojersey.com or call us on +44(0)1534 850 890.

Meeting Room Terms & Conditions

By submitting a Meeting Room Booking request, you confirm that you have read and agree to the following terms & conditions. Please contact us before submitting your request if you have any questions about these.

1. **Deposit:** We require a deposit to secure all bookings, equal to the room hire fee, and payable at the time of reservation. Reservations are not confirmed until the deposit has been received, and a confirmation and receipt sent to you. Regrettably, we are unable to hold any room until the full deposit has been received. Should we not have received a deposit from you, we reserve the right to offer the room to another party, should a conflicting request be received.



2. **Meeting Room Facilities:** Your Meeting Room includes the facilities set out in this document. Complimentary bottled water (to a maximum of four bottles) and self-service tea & coffee making facilities (in Gaspé only) will also be provided. Tea and filter coffee can be arranged for Lemprière. We do not serve food in the Meeting Rooms, and we kindly request that food and drinks are not brought onto the premises from off-site, owing to food safety and licensing restrictions. We will be happy to discuss our dining options with you if you wish to dine in the restaurant before or after the meeting.
3. **Minimum Hire Period:** Meeting room bookings are available for a minimum of two hours. Requests to hire for less than two hours will be charged at the equivalent rate for two hours.
4. **Third-Party Providers:** We kindly request that, for the comfort and convenience of other guests, AV equipment, musical instruments, decorations, and other such equipment is not brought onto our premises.
5. **Meeting Timings:** Your meeting room will be available from the time of your booking. If you wish to arrive earlier to set anything up, we kindly advise that you book your reservation a little before your meeting starts. We also request that all meeting hosts ensure that attendees arrive no earlier than ten minutes before your booking time, and that the room is fully vacated by the end of your booking time. We regret that, should attendees arrive too early, we may not have a team member available at reception to greet them. Similarly, should your meeting overrun, we may need to disturb you to request things be wrapped up, particularly if we have another booking scheduled later in the day.
6. **Conduction of Meetings:** All meetings hosted at Banjo must not concern any illegal or immoral activity, and we reserve the right to decline to host any meeting or group that exhibits such behaviours. We also kindly request that all meeting hosts and attendees are respectful of other users of Banjo and 8 Beresford Street. Anyone exhibiting behaviour that could be deemed disruptive, disturbing, or causing of any nuisance, will be asked to leave, and we may require that your meeting ceases. In such an event, no refund will be issued.
7. **Additional Charges:** We kindly request that all Meeting Rooms are left in the manner in which you found them. We reserve the right to charge you for any damage to the room, its fixtures or fittings, or any other damage caused by you or your guests on the premises. Additional charges may also apply if your meeting room is not vacated by the agreed time, at the hourly rate for each additional hour or part thereof. Food or drinks consumed in the restaurant and bar are not included in the Meeting Room hire fee, and will also attract an additional charge. Drinks supplied for drinks receptions are also not included in the hire charge, and will be payable at the rate indicated on the Drinks Menu. Should the Drinks purchased be less than the Minimum Spend, and additional fee will also apply.
8. **Drinks Receptions:** For drinks receptions, we can offer a selection of wines, beers, and soft drinks. Please refer to the Group Dining Drinks Menu, which will be provided by the Banjo Duty Manager, to select the options you would like available for your guests. A small selection of



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olives and crisps will also be provided. All drinks must be paid for on the day. Should the Minimum Spend threshold not be met, an additional charge to reach this threshold will apply.

9. **Cancellation by you:** Should you wish to cancel your reservation, we request a minimum of seven whole days' notice of cancellation. Bookings cancelled with seven whole days' notice will receive a refund of the deposit paid, minus a processing and administration fee of £25. Bookings cancelled with less than seven whole days' notice will forfeit their deposit. We recommend taking out insurance for your event, in case of any issues requiring you to cancel.

10. **Cancellation by us:** Once a booking has been confirmed, we will take all reasonable action to ensure that your meeting can go ahead as planned. In very rare circumstances, we may need to cancel a confirmed meeting (for example, in the event of fire or water damage to the building or damage to the meeting room). Should we need to cancel your booking for any reason related to our building or staffing, we will let you know as soon as practicable, and will issue a full refund of any monies paid. In the event of unforeseeable circumstances that are beyond our control, such as severe weather (snow, storms etc), pandemics, natural disasters, or other 'acts of God', we reserve the right to retain a deposit. We recommend taking out insurance for your event, in case of any such issues requiring you to cancel.