

# Ts and Cs

## Securing your booking

We are delighted to provisionally hold a booking date for your event for up to a maximum of 7 days. Should we receive another enquiry during this time please be aware that we reserve the right to ask you for immediate confirmation and deposit payment, or we may release the date due to popular demand.

## Confirmation, deposit and pre-payment

To secure your booking we require a deposit of £10 per person, or £150 should you meeting be for less than 15 delegates. This deposit is fully refundable up to 7 days prior to your booking, after which it becomes non refundable. The remaining cost of your meeting will also be payable in advance, 7 days prior to the booking.

## Cancellation policy

In the unlikely event of cancellation the deposit of £10 per person is non refundable. Any other money taken will be refunded.

## The extra mile

We're here to ensure that you and your guests have a simply fantastic time with us. So please, do let us know if you have any particular requests and we will always do our best for you.

# FAQ's

## Meeting Times

We host meetings Monday - Friday:

All Day: 9am - 5pm

Half day morning - 9am - 1pm

Half day afternoon - 1pm - 5pm

We appreciate that every meeting is different so, if these times don't suit your needs, speak to our friendly team and we'll see what we can do.

## Parking

Parking is available at the rear of the pub, just off Cambridge Road. It is available on a first come, first served basis.

## Public transport

Our pub with rooms is situated just a 5 minute walk from both Kew Bridge mainline overground station and Kew Gardens under and overground station. We're also a hop, skip and short bus ride away from Richmond station.

## What's Provided

Flat screen TV, HDMI Cable, HDMI adapters for most laptops, note paper and pens, flip chart and marker pens.

## Our App On Tap

Should you need to order any additional refreshments through your meeting that aren't included in the packages, you can use our user friendly app "[On Tap](#)" and save disrupting your meeting