

# 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. We highly recommend paying your deposit to secure your booking asap, as we reserve the right to take another booking should someone enquire.

## 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.

## Parking

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

## 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.

## 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 arent included in the packages, you can use our user friendly app "[On Tap](#)" and save disrupting your meeting