



The Gin Library Private Hire

The first floor Gin Library gives you a great space to create some wonderful memories. We're keen on a bit of a do at The Sun and have hosted everything from weddings, anniversaries, big birthday celebrations, christenings, baby showers, company and charity events.

. If you are looking for a venue for a special celebration or event, we can host a minimum of 60 or up to a maximum of 80 for a party across the dining room, bar and terrace. Our dining room is the perfect space to host an intimate dinner party or celebration allowing you privacy away from the main pub. The dining room seats a minimum of 20 or maximum of 40 across 4 tables for private hire events. You will have your own sound system at your disposal and a beautiful marquee on our roof terrace for your exclusive use.

Our Chefs have created some fantastic seasonal menus for all tastes and dietary requirements. From a relaxed family lunch to your own bespoke dinner party or wedding menu. Our Head Chef can discuss any preferences you have in mind. We can help you choose wines that will match your menu, or an aperitif or cocktail as a welcome drink for that special occasion.

On Sundays our dining room is available to book for large tables to "Host your own Roast". Perfect if you would like to have all your family and friends over for Sunday lunch but don't want the hassle of all the cooking and washing-up. Simply choose your roast, we'll provide a classic pudding - all you need to do is play host and tuck in. You can seat a maximum of 12 across each large table with up to 28 across one large table for those big family gatherings.

You can hire The Gin Library for a non-refundable hire fee and an agreed minimum spend on food. This pack provides full details of pricing, links to our website with seasonal menus and the facilities you will have at your disposal.

We know everybody has different requirements and expectations, so we work very closely with you to ensure you and your guests are happy every step of the way.

Celebration of life - The Gin Library is available to private hire for wakes providing you with privacy and space away from the main pub. There is no private hire fee for wake bookings or minimum spend. Our Wake Menu is available on our website. You are welcome to bring flowers, photographs and we are here to support you with menu choices and the running of the day.

Viewings of the Gin Library can be booked midweek or from 11.30am at weekends. Please check out our website for more details and our Instagram page for photos and reviews of recent events.

Private Hire 2025

Thank you for your enquiry. We are delighted that you are interested in hosting an event at The Sun. We are committed to making every event held with us memorable for all the right reasons and have included all the info we think you will need to plan your event.

Minimum / Maximum room capacities:

- Informal Party: Minimum of 60 – Maximum of 80
- Dinner Party: Minimum of 20 – Maximum of 40
(the maximum that can be seated on one table is 28 or up to 40 across 3-4 tables)

Private Hire Fees for 2025:

- Hire times run from 12-5pm or 7pm-midnight
- Monday – Thursday £50 private hire fee
- Friday & Saturday £100 private hire fee
- Wedding Hire £250 minimum private hire fee from 12-midnight
- On Sunday's The Gin Library is used as a restaurant. Large tables seating from 12 up to 40 can be booked for Sunday Lunch ordering from our Host Your Own Roast Menu. For larger bookings of 30 plus private hire is available from 12-3 or 4-7pm on Sundays only.

This includes:

- Dedicated Events Host on your special day
- Development of your seasonal menu / drinks list
- Table plan and name cards
- Decorating the room (bunting, fairy lights and candles on the tables)
- Postbox suitcases for cards and presents / Event photos displayed in the room
- Choice of table settings and table runners
- For daytime events with children we have a toy box and games suitable for all ages from infants to toddlers. There are 2 highchairs available for daytime bookings.

Menu Pricing for 2025:

- Seasonal 3 course Menu: £40 per head
- Wedding 4 course Menu: £50 per head
- Informal Party Menu: choice of canapes and party platters, from £10 per head
- Host Your Own Roast menu: £32 per head for groups of 12 or more adults
- G&T Afternoon Tea menu: £25 per head
- Junior 3 course Menu: £15 per head (only up to 7pm)

All our menus are seasonal subject to change and are available at www.thesuncarshalton.com

Meeting Prices – Daily Delegate Rate £20 per person

If you are looking for a unique venue to hold a meeting or staff training session mid-week the first floor can be set up for a formal or informal meeting with water, unlimited tea and coffee and a light lunch (deli sandwiches, cakes & fruit). From 10-30 delegates available to hire from 10am.

Please note there is a minimum spend of £1,000 on all private hire bookings £500 of this MUST be on food. The remaining £500 is made up of drinks sales at your event and does not

need to be pre-paid. The Gin Library is not available to private hire for drinks only and has a minimum number of 20 adults for a Dinner Party or 60 adults for a Celebration Party.

Gin Library Private Hire Terms and Conditions

Please read the following information, we will not accept any bookings without people agreeing to and signing the terms and conditions:

Cost: The cost to hire the Gin Library is £50 Tue–Thu, £100 Fri–Sat. This is a non-refundable hire fee that covers the private hire and use of the room for lunch or dinner service. Please note the hire fee is NOT a deposit. This hire fee must be paid at the time of booking to secure a date. There is a minimum spend of £1,000 for all bookings £500 of which MUST be spent on food.

Service: A discretionary service charge of 12.5% is applied to all food orders and all table service for drinks at lunch or dinner bookings. This is discretionary and is shared amongst the team.

Bookings: The Sun only considers a booking to be confirmed upon receipt of the signed terms and conditions and payment of the private hire fee.

Facilities: The Gin Library is upstairs, and due to age of the building, there is no lift. There is a private toilet located off the main staircase with baby changing facilities. We have an outside terrace for guests private use with a smoking area at the end of the terrace. Please note children are not permitted on the terrace. Private hire is available: Tue–Thu 12–5pm, 6pm–11pm, Fri–Sat 12–5pm, 7pm–midnight.

The maximum capacity of the room is 80 people. When bookings run across lunch and dinner service the minimum spend and hire fee is payable for each booking.

Food and Drink: There is a private bar upstairs. The bar holds many of the same wines, spirits and soft drinks as the main bar, for the same cost. Please note there is no draught or real ales on the first floor we only provide a bottle bar. All draught lager, cider and ales can be ordered at the Gin Library bar and are brought up from our main bar. We can create a bespoke menu for special occasions with fine wines to accompany a dinner party or cocktails for a drinks party. If you want to bring your own fine wines we charge £25 per bottle corkage and have a maximum limit of 1 case (6 bottles).

Our Chefs have created some fantastic menu's catering for all tastes and dietary requirements from informal party food menus to bespoke dinner menus that can be tailored to your requirements. All current seasonal menus are on our website www.thesuncarshalton.com and are subject to change.

If you are booking a lunch or dinner party as our dining menu is seasonal and changes regularly your menu will be emailed a minimum of 3 weeks before your event. We will also send you a link for your guests to order their food. All food orders must be placed 10 days before your event. Please note no food or drinks are to be brought onto the premises other than the birthday, christening or wedding cake.

Entertainment: The room has a background music system which allows your downloaded spotify playlist to be played through the Sonos Speakers in the room. All music must be downloaded onto spotify and emailed the week before the private hire. We do not have reliable Wi-Fi to live stream playlists. Acoustic Music and DJs are only permitted with prior arrangement and with a £250 equipment deposit.

Children/Under 18's: Babies, toddlers and children under 10 years of age are not allowed on the premises after 7pm. Children over 10 years of age are allowed on the premises up to 9pm. Children are not allowed to sit at the bar area, be on the terrace or go to the toilet unaccompanied. We ask that children are supervised at all times (no climbing on furniture, running or leaving toys on the floor that can be tripped over etc)

We are happy to provide colouring and board games to help keep children entertained. Please note our team are here to provide you with food and drink service they are not here to look after or discipline children. We only accept 18th or 21st birthday family bookings. Anyone who appears under the age of 25 will be asked for ID.

Decorating the Room: There is often more than one event on the day so there is very little time available between events. We recommend dropping decorations off the day before your event. Unpermitted items include:

- Party poppers, Glitter, Feathers,
- Table confetti or confetti / glitter – this includes ALL confetti balloons of any style
- Posters, photographs, banners and bunting are not permitted to be stuck onto ANY walls

If you are hiring a company to install a balloon arch or flower wall this must be set up in the 1 hour window before your private hire and removed in the 1 hour window after your private hire.

Unacceptable Behaviour/Damage to Property: If any guests attending the party behave in a manner which we deem unacceptable they will be asked to leave, if they refuse we will stop the party. If any unlawful acts, including breaches of licensing laws, occur the party will be stopped. We have a zero tolerance policy on drugs or unacceptable and threatening behaviour.

You assume responsibility for damage caused by your guests, whether in the dining room or in any part of the building and undertake to make good or pay restitution for any material damage of furniture, fixtures or equipment.

All equipment and property brought into The Sun is done so at people's own risk. CCTV is in operation in the dining room and throughout the premises at all times.

The management of The Sun have the right to stop the party at any time and ask all customers to be respectful of our neighbours when leaving. The roof terrace is open up to 10pm and from 10pm doors and windows are kept closed to minimise any noise to our neighbours.

Payment: All party food must be paid for a minimum of one week in advance. All food orders for lunch or dinner menus must pay a £10 per head deposit a minimum of one week in advance. All accounts should be cleared on the day or before the day of the booking by cash or card. No refunds will be given and the amount cannot be carried over to another event. All payments should be made into the business account as follows: **BANK: HSBC / ACCOUNT NAME: HAIR OF THE DOG LTD / NUMBER: 32149834 / SORT CODE: 40-43-26 / REF: surname**

Cancellation Policy: The private hire fee is not transferable or refundable. We have multiple enquiries for all weekend dates and will have turned down bookings for all private hire dates so please ensure your date is correct. There is no cancellation fee provided the booking is cancelled in writing not less than 8 weeks prior to the event. Cancellation received in writing less than 8 weeks prior to the booking will incur a £500 charge if the room is not re-booked. If any guests are unwell, unable to make the event or if you have any last minute changes, they need to be made at least 48hrs before your event and will only be accepted under our discretion. Unfortunately, any changes to guests food orders made after this time will result in any deposit being forfeited.

Disclaimer: It is the responsibility of the party organiser to ensure that all guests attending the private hire event abide fully by the terms and conditions.

And finally: We want you to have fun! Our terms and conditions are set out for a reason – To ensure a safe and enjoyable event for you, your guests and the team at The Sun. If you have any questions, queries or special requests please contact us and we will work with you to help make them happen. We have been hosting special events in The Gin Library for over 10 years and take great pride in every event we host.

I have read and agree to the full terms and conditions of hire for my booking __/__/__

Signature:

Private Hire Contact Information

Full Name:

Email:

Mobile Phone Number:

Home Number:

Date and Type of Event:

Hire Fee Paid:

Date Paid:

Private Hire on Collins with all booking details confirmed:

Booking Notes:

