

## **Function/Room Booking - Terms and Conditions of Hire of Facilities**

1. Access for wheelchair users is via the rear entrance. Care must be taken when using this access. The disabled person's toilet facilities are downstairs. The ladies toilet is located on the first floor.
2. The charges for Facility Hire including the booking deposit will be determined from time to time by the Club Committee and current details are available on request. If the hire is for commercial or business purposes this must be disclosed on the booking Form and a fee will be applicable.
3. Room Hire charges are non-refundable. The Booking Deposit will be returned after the event providing the hirer does not cancel, and there is no breach of these Terms and Conditions or any other specific conditions advised by the Club.
4. All bookings must be requested by written and signed request using the current Booking Form and accompanied by the correct remittance unless other arrangements have been agreed in advance. The person signing the Booking Form is recognised as the "Responsible Person" for the booking, and referred to in these Terms & Conditions.
5. Bookings are not to be considered "confirmed" unless and until written confirmation is received from the Club.
6. The Responsible Person accepts that they are fully responsible for controlling admission to the event, the maintenance of good behaviour, assisting in the management of any emergency that may arise, adequately supervising children and young persons at all times, the full cost of hiring, the full cost including labour and materials of repairing, and generally putting right any accidental damage, non-accidental damage, undue litter, mess or other disturbance to and within the Club premises however or by whomever caused as a consequence of the hiring.
7. While endeavouring to honour all advance bookings made the Club reserves the right to vary or cancel any such booking in exceptional circumstances or in the interests of users as a whole and in such circumstances undertakes to give the hirer notice and to refund any booking fee previously paid in full.
8. The Responsible Person must comply with all relevant safety, health, fire, food hygiene and environmental health regulations; and the Club Rules, and must follow advice or instruction given by Club officials at all times.
9. The Responsible Person must acquaint themselves with the safety arrangements, in particular for Fire Safety. Fire Exits (and doorways and passages leading to exits) must be kept clear and free from obstructions at all times.
10. Windows and doors (including fire exit doors except in an emergency) must be kept closed during functions.
11. The rear yard area is not included in any hire arrangements. The smoking area is located at the front of the building.
12. Only food and drink purchased through the Club shall be consumed on the premises, unless specific permission has been granted and this is included on the Booking Form. Any person caught bringing in their own food or drink, unless authorised in advance, will result in the Responsible Person losing their deposit.
13. Equipment being brought onto the premises (e.g. disco equipment) must be identified on the Booking Form, fit for purpose, in a safe condition and used responsibly. No naked flames, candles etc are permitted. The Responsible Person is responsible for ensuring adequate insurance is in place for the event
14. The Responsible Person shall not sub-let or use the premises for any purpose not specified on the Booking Form, any unlawful purposes or in any unlawful way nor do anything or bring onto the premises anything which is not fit for purpose and suitable for indoor use. Hirers must not carry out any repairs or modifications to Club equipment.
15. The Club accepts no responsibility for any loss, damage or injury to any person or persons or their belongings or equipment.
16. The Club provides staff in accordance with the number of people expected to attend the function. If the number that actually attend is well below the number stated resulting in overstaffing then staff wages could be deducted from the deposit.
17. The Responsible Person must ensure all waste is removed from the premises. Failure to do so will result in an additional fee of £20 for cleaning. A full inspection of the room will be made prior to a deposit being returned.
18. Any charges will be deducted from the deposit when returned.
19. If you need to return to pick up own belongings it must be during opening hours. The deposit will be returned at this point.