

Terms & Conditions for Function Room Booking

PLEASE READ AND KEEP FOR FUTURE REFERENCE

1. The club will not set up the room on your behalf unless there are special circumstances made by prior arrangement. Tables and chairs are available for use in the room and you are permitted to arrange the room to your requirements.
2. **The person making the booking (the applicant) should be the first to arrive and the last to leave and be present throughout.** The applicant must check that the guests are only those included on the list of those attending which must be supplied to the club at least **14 days** before the function. The Committee reserve the right to cancel the booking if the list is not supplied. The applicant must also ensure that all guests leave in a quiet and orderly manner. The applicant, in making the booking, takes responsibility for the behaviour of all the guests **even when making the booking on behalf of another.** The membership of the applicant as well as the bond are at risk if there is any unacceptable behaviour or any damage.
3. No function is permitted to continue in the Hall after 11.30 pm Monday to Thursday and 12.00 midnight on Friday & Saturday or 11.00 pm on Sunday. **Guests will be required to vacate the premises at these times.** The bar will close half an hour before these times in each case, **unless a bar extension has been agreed in advance with the Steward.**
4. No temporary decoration shall be carried out unless using the wall hooks provided around the hall. There must be no damage to the Hall through the use of pins, nails, sellotape etc. Any decoration used must be removed at the end of the function. The applicant shall ensure that the total attendance at the function shall be as per the number on the application and shall not in any circumstances exceed **140.**
5. Any direction from the Steward, Committee member or officer of the club for the proper use and protection of the premises must be observed **including the volume of any entertainments.** The function room bar will be available for your use during the time of your booking. Your guests are not permitted to enter the members bar or any other member's area unless they are members of the club. Proof of membership must be produced upon request.
6. **Candles, table confetti and smoke machines are not permitted to be used.**
7. Any additional arrangements, e.g. Bouncy Castles, external catering etc must be agreed with the club in advance of the booking.
8. Whilst children may attend the function they must be supervised at all times and must not disturb the enjoyment of other patrons.
9. Smoking or vaping is strictly forbidden on the club premises. Anyone wishing to smoke can use the smoking shelter opposite the club entrance. **Guests must not smoke on the entrance steps of the club**
10. **Drinks are not allowed to be taken outside the club.**
11. All accumulated rubbish from the evening must be removed at the end of the night. Please do not use the club bins.
12. If the application is successful the applicant will be required to sign and return a copy of these conditions and, in doing so confirms that she/he accepts responsibility for ensuring that these conditions are complied with; that no damage of any kind is caused to the club during the function and takes responsibility for the behaviour of the guests. In signing, the applicant confirms that they accept that they will pay for any damage that might be caused and takes responsibility for the conduct of the guests.

Subletting of any part of the premises is strictly forbidden