

Sundridge Park Working Men's Club

Function Room Hire Form

Please tick the appropriate box

Member	<input type="checkbox"/>	Non-Member	<input type="checkbox"/>
Friday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>
		Sunday	<input type="checkbox"/>

Date:- _____ Time (To/From):- _____

Hirer's Name:- _____ Hirer's Contact Number:- _____

Membership Number (if applicable) _____

Reason for Function:- _____ Expected Number of Guests:- _____

Hirer's Address:- _____

Hirer's E-mail:- _____

Alternative Contact Details:- _____

Please note parties for ages below 25 are to be approved by committee prior to booking

The following payments should be made; cash or card only accepted:

Member's Costs

Deposit of £100, (£50.00 for Funerals) refundable except if in breach of the terms & conditions overleaf, or in the event of cancellation by the member.

£100 (£50 for Funerals) deposit must be paid within seven days of the booking form being handed to the office.

- a) **Room Hire fee – free to members**
 - b) **£120.00 for two bar persons required (£60.00 for each bar staff).**
- OR

£. total room hire fee including one bar persons
(i.e. £20.00 per hour plus 1 bar staff currently £8.50 per hour),

Non-Member Costs

Deposit of £200, (£100 for Funerals) refundable except if in breach of the terms & conditions overleaf, or in the event of cancellation by the member.

£200 (£100 for Funerals) deposit must be paid within seven days of the booking form being handed to the office.

- a) **£300.00** total room hire fee including two bar persons,
- OR
- b) **£.** total room hire fee including one bar persons
(i.e. £30.00 per hour plus 1 bar staff currently £8.50 per hour),

All monies must be paid to the club office no later than two weeks before the function.

I being the member responsible, acknowledge receipt of these Terms and Conditions and confirm my acceptance of them.

SIGNED SIGNED

Hirer

on behalf of the club

Sundridge Park Working Men's Club

TERMS & CONDITIONS OF HIRE

Section 1 - Access

- a Non-members are not allowed to enter the main club with the exception of wakes held in the downstairs entertainment hall.
- b Persons who have been expelled, suspended or are lapsed members of any CIU affiliated club are not allowed onto the premises. However permission may be granted if applied for in writing to the committee prior to the event.
- c For wakes access to the Entertainment Hall on weekdays is normally from 9.00am. All guests who are non-members should not wander into other areas of the club without prior authorisation from a member of committee and must leave the club premises at the end.

Section 2 -The Event

- a The hirer/member named overleaf should be present the whole time during the function and shall be solely responsible for any damage and/or misbehaviour by any person attending the function. All persons attending are expected to behave in an appropriate manner for a private members' club and avoid breaching any rules of licensed premises or those of the club.
- b Prior to the event and after, the hall must be checked by the hirer to ensure that no chewing gum is found on the club's carpets, furniture and hall before any deposits are returned.
- c Any previous damage to the function room or surrounding areas noted by the hirer/member before the event commences and should be advised immediately to the bar manager or member of the committee.
- d Decorations on the walls but not the ceiling are allowed, using Blue Tac. The room must be left clean and tidy. All decorations, rubbish etc. must be removed. There is a rubbish container adjacent to the Club. Helium Bottles **MUST** also be removed from the premises. **(FAILURE TO COMPLY WILL RESULT IN THE DEPOSIT NOT BEING REFUNDED)**.
- e People must not congregate on the stairway or in the area adjacent to the entrance.

Section 3 - Food & Drink

- a The hirer, members or their guests **MUST NOT:** Bring any drink into the Club, any found will be confiscated. Take drinks outside the function room.
- b Perishable food items are left at the hirer's risk prior to the start of the event. Food must be consumed within 4 hours of the start of the function. Please note the Club does not provide any storage facilities for food. Those providing the food are liable for any illness attributed to the consumption of such food.
- c For hot food being provided, the provider must be in possession of a Level 2 Health & Hygiene Certificate

Section 4 - For birthday parties for under 25

- a Especially for 18th and 21st Birthday parties. Two SIA Door Staff may be required to be present from 7.00pm to 1.00pm at the cost of £180.00 payable by the hirer. This will be discussed at a meeting with the hirer and full committee before confirming the booking.

The above information will be used for:-

Internal record keeping and will not be shared with any third party.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the e-mail address you have provided

From time to time, we may use the information to contact you for market research purposes.

We may contact you by email, phone or mail. We may use the information to also customise our website according to you interest.

You may choose to restrict the collection or use of your personal information.

You can do this in writing or emailing us at spwmc1@btconnect.com.

By completing this booking form at this time you have agreed to the terms and conditions above.