

THE CARLTON CLUB

FUNCTION ROOM – CONDITIONS OF HIRE

Before

1. There shall be no charge for use of the room for the event providing the event occurs during normal opening hours. We will engage any extra staff we feel may be necessary at our expense. If the event occurs outside normal opening hours, e.g. Saturday afternoon, a charge of £30.00 will be made.
2. If the request is made by phone or e mail, we must receive a **completed application form and a signed Conditions of Hire** within 10 days of the initial request or we will assume that you are no longer interested and the prospective booking will be deemed cancelled.
3. A 'refundable deposit' of £50.00 is required. The refundable deposit should be received by the Club with the application form, if not, it must be received **at least four weeks** in advance of the date of the booking to confirm the booking. This must be in cash – for administrative reasons cheques are not acceptable. Please also see 12 and 13 below re this deposit.
4. If early access is required to prepare the room for the event, e.g. for a buffet delivery, setting up the room, the date and time should be agreed in advance with the Club Steward. *N.B.* Such access should preferably take place during normal Club opening hours when the room is not in use. However please liaise with the Club Steward if this causes problems. *Please do not use staples / a staple gun to attach any decorations – this causes damage to the walls / woodwork.*

During

5. Fire Regulations restrict the number attending the function to **100 persons** – including children – for your own, and others', safety you must adhere to this.
6. Only drinks purchased from the Club bar to be consumed on the premises. Anyone found to be bringing their own alcohol to the event **may result in immediate cancellation of the event.**
7. The safety and well being of any children who attend the function is paramount. They must be supervised at all times by a responsible adult. Children under the age of 6 years must be off the premises by 10 pm.
8. If the hire is for an 18th birthday celebration at least one responsible adult must ensure that only over 18's attempt to purchase alcohol from the bar and that the behaviour of all attendees is in order – this includes their behaviour on the car park as well as in the Club itself. If the designated responsible adult differs from the hirer, their name must be provided.
9. Anyone under the age of 18 attending the event is not allowed to purchase, attempt to purchase or consume alcoholic drinks on the premises or in the car park. Photo ID to prove 'proof of age' will be asked for at the bar if we are in *any doubt* . Please do not be offended.
10. The hire is for the function room only and not the entire Club premises, drinks can be obtained from the bar in the Games Room.
11. Use of the snooker tables / gaming machine is not permitted by attendees – unless they are already existing members of the Club.

After

12. We fully accept that a certain amount of cleaning up will inevitably be necessary. However an **unacceptable** degree of thoughtless 'mess' which requires professional cleaning, or damage to furniture or to the Club itself, cannot be accepted. If this occurs the refundable deposit will be retained, and further action may be taken to recover the cost of cleaning and/or repairing damage to the Club's property. In this matter the decision of the Committee shall be final.
13. The deposit will be refunded on THE DAY AFTER THE EVENT so that we have time to assess the condition of the room after the event.
14. Please ensure people leave the premises in a quiet and orderly fashion. We must respect our neighbours.

I accept the above 'Conditions of Hire', I have retained a copy for future reference.

Signed Date

Name (In BLOCK capitals).....

