

THE CARLTON CLUB

FUNCTION ROOM – CONDITIONS OF HIRE

Before

1. We cannot accept bookings for 18th or 21st Birthday parties unless private door security is used via a reputable supplier at your cost. The security must run for the entirety of your event.
2. While the room is offered free of charge there is a nominal cleaning fee of £35 for our staff to clean afterwards. There is a £100 deposit that is returnable after your event. This deposit or part of it may be kept in the event of any damages occurring during your function. At the time of booking the full £100 must be paid via card or cash along with a completed C.O.H. form
3. 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 and in this case will be free.

If you require access for set up during non-normal opening times then a charge of £50 will be made. Please do not use staples / a staple gun to attach any decorations – this causes damage to the walls / woodwork.

During

4. Fire Regulations restrict the number attending the function to **100 persons** – including children – for your own, and others', safety you must adhere to this.
5. **Only drinks purchased from the Club bar to be consumed on the premises. Anyone found to be bringing their own alcohol to the event will be asked to leave and may result in immediate cancellation of the event.**
6. 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.
7. 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.
8. 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.
9. Use of the snooker tables & lounge area are not permitted by attendees – unless they are already existing members of the Club.

After

10. We fully accept that a certain amount of cleaning up will inevitably be necessary & included with the room fee **we will complete a standard room clean after your function / event at your cost of £35.** 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 full deposit will be retained, and further action may be taken to recover the cost of repairing damage to the Club's property. In this matter the decision of the Committee shall be final.
11. The remainder of 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.
12. 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).....

Date of Event.....