

# ST CRISPIN SOCIAL CLUB

## FUNCTION ROOM – FRIDAY HIRE

### CONDITIONS OF HIRE

***Please read the following conditions carefully prior to signing and returning the Hire Form***

1. The Hirer will be personally responsible for all persons attending the function, whether invited or not, complying with these Conditions. The Hirer should be present during the whole time of the function, but if the Hirer is not present at any time during the booking he/she will remain liable for any breach of these Conditions.
2. The facilities must be used solely for the purpose indicated on the Hire Form under 'Reason for Function'.
3. The Hirer shall be responsible for the provision of all information, instructions and supervision as is necessary to ensure the safety of any activity for which the facilities are to be used. This includes adhering closely to the instructions given on the 'Fire Action' notices displayed on the premises. Maximum permissible numbers of persons must not be exceeded under any circumstances.
4. The Hirer shall be responsible for the conduct and actions of all persons attending the function.
5. Care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.
6. The Hirer shall be responsible for any catering arrangements or special table settings.
7. The Hirer must confine guests to the area of the premises indicated on the Hire Form.
8. Any member of the St Crispin Social Club Management Committee will have the right of entry to the function in their official capacity.
9. All entertainment at the function must cease at the function finish time.
10. All alcoholic and soft drinks, including tea and coffee, must be purchased from the Club bar.
11. All payments, including the deposit, final balance and the cost of any damage shall be the responsibility of the Hirer.
12. The cash deposit will only be refundable in full if no damage has been caused and no extra cleaning is required, after the facilities have been used, this will be within 7 days of the event. Deductions will be made before any refund, and extra charges may be levied if, in the opinion of the Management Committee, cleaning or damage costs exceed the value of the deposit. Any damage occurring during the period of hire must be reported to a member of staff. Any refund of the deposit will be delayed until the full extent of costs has been assessed.

13. The Hirer is solely responsible for the adequacy, suitability and safety of any equipment brought onto the premises. All electrical sockets are routed through an RCD to ensure safety. Any noise produced by or associated with regulated entertainment shall not cause annoyance to, or give reasonable cause for complaint by, the occupier of any nearby residential property. The staff members on duty shall have the right to restrict or control noise levels should they deem it necessary.
14. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.
15. The Hirer shall ensure that highly flammable substances are not brought into or used in the club. No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the prior consent of the management Committee. No decorations are to be placed close to heaters or light fittings.
16. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises without the consent of the Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
17. No bolts, nails, tacks, screws, bits, pins, sellotape or similar fixings shall be attached to any walls, doors windows, floors or ceilings without the prior permission of the Management Committee.
18. Dogs are not allowed on the premises, with the exception of those aiding the blind.
19. Smoking (including 'e-cigarettes') is prohibited within the building, and it shall be the responsibility of the Hirer to enforce this.
20. The Hirer is asked to remind guests that there is a twenty-minute 'drinking up' time in operation in the Club.
21. The Social Club Management Committee reserves the right to refuse any application for use of the facilities.
22. Free room hire is available on Friday evenings only, subject to:
  - a. The appropriate room hire fee is paid advance
  - b. The bar take for the Function Bar till is in excess of £1,000
  - c. The room hire fee will be refunded within 14 days if the final reading is in excess of £1,000