

# VENUE BOOKING FORM



Below are the details of your proposed booking. Please sign this contract and return to the club along with your deposit, to confirm this booking. Please keep the attached Term & Conditions for your reference.

### Details of Hirer:

Name:	
Email:	
Telephone:	
Address:	
Post Code	

### Details of Function:

Nature of function:	
Date:	
Approx. No. of Guests:	

<b>Additional Information:</b>
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<b>Deposit:</b>	£40.00
<b>Remaining Balance:</b>	£                      due 1 month before event.

Please sign below to show that you agree to the full venue booking details above and the Terms and Conditions attached

On behalf of hirer:

On behalf of New Stockwood Community Association:

Date: _____
Signed: _____
Print Name: _____

Date: _____
Signed: _____
Print Name: _____

## VENUE BOOKING CONTRACT

**Please collect keys from the club between 9am and 10am on the morning of the booking (Friday and Saturday).**



### Terms and Conditions

These terms and conditions will govern the relationship between you, the hirer, and New Stockwood Community Association ("Us" or "We"). Please read these terms and conditions carefully and please feel free to let us know if there is anything you are unsure about or about which you would like some further explanation.

### Booking

1. If you wish to book the venue for a function then you will need to send by post or email, or hand in a signed copy of our booking form attached.
2. In order to hire the venue for a function a deposit of £40 is payable as a booking deposit. Bookings will not be treated as final and we cannot guarantee that we will be able to hold the event until the booking deposit is paid.
3. Bookings within 28 days, will only be treated as final on receipt of the full balance.
4. The Hirer shall not be under the age of 21.
5. Kitchen facilities are not available due to health and safety.

### Cancellation

6. In the event that you cancel your booking within 8 weeks of the booking date we reserve the right to withhold the deposit.
7. If the event is cancelled less than 48 hours before it is due to take place then you will be charged and will be liable to pay the full balance.

### Payment

8. The Hirer will be required to settle the balance at least **28 days prior to the date of the function.**
9. The Hirer will not be entitled to withhold payment to any sum otherwise payable to us by reason of any claim, set off or for damages.

### Before the Event

10. Keys to be collected from the club on the morning of the event at 10am and returned to the bar staff on the evening (Friday and Saturday evening functions).

### During the Event

11. The Hirer shall be responsible for the conduct of all guests at the function and young children should be supervised by parents or guardians at all times.
12. The Hirer must ensure that all fire exits remain clear throughout the duration of the function.
13. The Hirer shall ensure no dry ice or other artificial smoke or pyrotechnics are used at any time.
14. The bringing in of your own intoxicating liquor/soft drinks is prohibited. Guests infringing this condition will be asked to leave the function.
15. Wines and Sparkling wines for toasts etc. must be supplied by the Club to order.
16. Food Hygiene: Food must not be brought to the club more than 2 hours before the evening of the event and not be left unattended.

### After the Event

17. The Hirer shall be responsible for seeing their guests from the venue at the end of the function.
18. All functions shall end no later than 11:30pm with premises being vacated by 00:30.
19. Music must cease by 11:45pm and Bar will close no later than 11:30pm
20. The Hirer will be charged for the repair/replacement of any property situated at the venue caused by malicious damage or negligence.
21. The Hirer should ensure any materials linked to the function (balloons, presents) are removed at the end of the function and that the room is left in a clean and tidy state.

## VENUE BOOKING CONTRACT



### Smoking

22. As per government legislation introduced in July 2007 the venue is non-smoking and it is the responsibility of the Hirer to ensure that the guests and attendees do not smoke within the venue. Please ensure guests use the designated smoking areas.

### Alcoholic Drinks

23. If bar staff are in any doubt about the age of any person purchasing alcoholic drinks, they will have the right to ask for approved ID and reserve the right to refuse to serve.

### Children's Parties

24. Bouncy Castles, etc. – The Hirer will need ensure a Certificate of Safety is shown to and agreed by a club representative. This is usually provided by the company hiring out the bouncy castle.
25. The hiring of bouncy castles, etc. is the Hirers own responsibility and the club accepts no responsibility for damage or injury caused on or by hired equipment.
- Maximum height is 10ft
  - To be supervised at all times by the Hirer and/or parents/guardians
  - Must not be placed in front of the Fire Exit.
26. Please ensure children are supervised and not left running around the car parks area.

### Liability

27. We will not be liable to you for loss of damage to your property unless such loss or damage is due to our negligence or failure to perform our duties.
28. We will not be liable for any indirect, special or consequential loss you may suffer arising out of or in connection with the provision of any goods or services by us.
29. Our liability for any loss arising under this agreement in respect of any event shall not exceed the charges payable by you in respect of our services.
30. We will not be liable to you to the extent that any loss arises as a result of the information supplied to us being incorrect, out of date or inadequate.
31. Nothing in these terms and conditions will limit or exclude our liability for death or personal injury caused by our negligence or for any losses you suffer as a result of fraud or dishonesty on our part.
32. To hire for your 16th, 17th, 18th, 19th, 20th or 21st, birthday party will cost £275 for the Hall Hire (towards the cost of SIA Door Security). We may also require an additional £100 as a fully refundable Security & Damages Deposit. This is fully refundable providing that we find no damage to our building or contents after your function or any extra ordinary cleaning cost's that may occur. We must also have a guest list from you with all of your guest's names and will be strict on ID for those purchasing drinks.
33. Where damage occurs to the building or contents, we will seek to recover any additional costs over and above the Security & Damages Deposit.