

TERMS AND CONDITIONS OF HIRE

Hiring Charges	<p>Booking is not confirmed until the deposit has been paid, the person making the booking has become a member and a booking form completed.</p> <p>Sat night - £150 booking fee downstairs, £200 booking fee upstairs.</p> <p>Fri night - £100 booking fee downstairs, £130 booking fee upstairs.</p> <p>Above prices are for bookings from 18:00 until 23:00 Any bookings outside these times are by pre-arrangement and additional charges apply.</p> <p>Sundays and weekdays - £60 booking fee, for 3 hours booking. £15 for each extra hour.</p> <p>Booking fees excluding the addition hours and £10 admin fee will be refunded if minimum amounts are taken over the bar during your function.</p> <p>Sat nights – downstairs bar min £700, upstairs bar min £1200</p> <p>Fri nights – downstairs bar min £550, upstairs bar min £900</p> <p>Sun – downstairs hire only £400 bar min</p> <p>Weekday - £300 bar min</p> <p>All bookings fees must be paid at least two weeks before the booking date otherwise the booking may be cancelled without further notice and with the loss of the deposit.</p>
Deposit	<p>£50 deposit is payable in advance; this will be returned subject to the function room being left in a clean and tidy condition, with no breakages. If the Hirer fails to remove all rubbish, or food waste if applicable, the deposit will be kept.</p>
Cancellation	<p>The deposit will be refunded in full if cancellation is made at least 28 days in advance. For cancellation under 28 days no refund will be made. A full refund will be made for circumstances beyond our control. Cancellation must be made in writing.</p>
Guests	<p>A full guest list needs to be given to the club 48 hours before the event and the member booking the room is responsible for all guests.</p>
Damage	<p>All losses or damages caused shall be the responsibility of the hirer. Costs will be deducted from the deposit and if such costs exceed the value of the deposit the hirer remains liable to pay the full amount within 7 days. No Sellotape is to be applied to the walls in any circumstances.</p>
Cleaning	<p>It is the responsibility of the hirer to ensure the room is left clean and tidy. All rubbish is to be Removed, black bags can be provided. All rubbish is to be transferred to the bin outside the club. Empty gas cylinders are the responsibility of the hirer and must be removed from the premises.</p>
Smoking	<p>The Loco Club premises are strictly non-smoking and the use of electronic cigarettes in not allowed. Smoking areas are provided outside the building.</p> <p>Hirers shall have access to the room let to them; unless members of the club, no access will be given to the members bar.</p>
Time Limits	<p>The time stated on the front of this contract shall be strictly adhered to and no extension shall be granted on the night. The Club reserves the right to close the room and bar at any time before the contracted time in the event of a disturbance or for health and safety reasons. No refund will be given in these circumstances.</p>
Prohibitions	<p>No drink that has not been purchased on premises is to be consumed. All drinks must be purchased from the bar.</p> <p>The premises shall not be used for any purpose which is unlawful or bring the Club or its servants into disrepute.</p> <p>No preparations are to be applied to the floor or walls of the premises without permission.</p>
Amendments	<p>The Loco Club reserves the right to amend or revoke these conditions without notice to all existing bookings.</p>
Disputes	<p>Any dispute over Club facilities or Equipment shall be referred to the committee and all decisions will be final.</p>

I have read and agree with the terms listed above. I enclose a cheque / cash / card for £ for hire fee and £50 for deposit.

Print: _____

Signed: _____

Date: _____