

Bowers and Pitsea FC Function Hall Hire Application and Agreement

Name:

Address:

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Phone No.: E Mail:

Occasion:

Date Required:

Time:

Expected Number of Guests:

Deposit taken by:

Hall Hire Conditions:

1) Bowers and Pitsea FC has absolute discretion as to the hiring of its facilities and reserves the right to refuse any application.

2) The hirer shall not use the premises for any purpose other than that described on their application.

3) For Mondays to Thursdays, £340 (£100 deposit plus £240 hire charge) is required and must be paid in no later than full four weeks prior to the event.

4) For Fridays to Sundays, £400 (£100 deposit plus £300 hire charge) is required and must be paid in full no later than four weeks prior to the event.

5) The deposit will not be returned if the event is cancelled by the hirer less than four weeks prior to the event except, of course, if this is in accordance with government guidelines.

6) The deposit will be refunded one week after the event provided there are no breakages, damage to or theft of property or equipment, or public disturbance. Please note also that only drinks purchased on the premises may be consumed. If anybody is found bringing in their own drink, the deposit will not be refunded to the hirer.

7) The approximate final number of attendees for the function must be confirmed 14 days prior to the event date.

8) The hall opening hours are 19:00hrs to 23:00hrs unless by prior arrangement with club management. The premises must be vacated by 23:30hrs

9) Hirers must make themselves familiar with escape routes in the event of a fire. As per the club premises fire regulations, all fire exits must remain closed whilst the building is occupied unless the fire alarm sounds.

10) The named hirer will be deemed responsible for the behaviour of all guests attending the event.

11) All children and minors must be supervised at all times during the event.

- 12) No drinks may be taken outside of the club premises.
- 13) 18th and 21st celebrations will **only** be permitted if the hirer provides two certified door staff for security. The relevant documentation in accordance with this must be seen by management no later than two weeks prior to the event or it will be cancelled.
- 14) Access to the function hall will be permitted by arrangement on the day of the event to facilitate hall decoration, buffet tables to be arranged and DJ to set up.
- 15) No confetti, table confetti or glitter is permitted. This stipulation also includes balloons with interior fillings.
- 16) No Blu Tack (or similar adhesive), nails, hooks or screws may be put directly onto or into the walls.
- 17) Smoke, dry ice and bubble machines are **not** permitted in the hall as these activate the fire alarms.
- 18) Any specific drink requirements, such as bottles of champagne or wine can be provided by prior arrangement with the club management.
- 19) All rubbish including left-over food must be collected and placed in rubbish sacks provided by the hirer prior to leaving the premises.
- 20) All music **must** finish by 23:00hrs. Please sign below to confirm that you agree to all conditions stipulated above.

Name:

Signature:

Date:

Cost breakdown:

Date Paid:

Deposit: £.....

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Hire Charge: £.....

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Table Cloths: £.....

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Miscellaneous: £.....

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Total: £.....

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