



# Kings Club

## **Kings Club Function Room Conditions of Hire**

1. The room shall be free of charge if the bar take exceeds £250.00. If not, the hirer will forgo the £50 bond.
2. If the hirer does not require the use of the bar, the room will be charged at £150.
3. The hirer shall pay £50 bond to secure the hire of the room and this shall be refunded by the bar manager on the following Monday after 7pm, subject to the conditions set out herein.
4. Three months notice must be given in writing to cancel any booking upon which the bond will be refunded. If cancellation is less than three months prior to the date of hire, the bond will be non refundable.
5. The hirer shall be held liable to cover the cost of the repair or replacement of fixtures or fittings to the function room (including toilets, music PA system & TV,) damaged or stolen, whether deliberate or otherwise during the duration of the hire.
6. Music must finish at 23.30 hours and the room must be cleared by midnight.
7. **All drinks must be purchased on the premises. NO DRINKS ARE TO BE BROUGHT INTO THE KINGS CLUB.**
8. **It is the hirer's responsibility to ensure that any remaining food items are cleared and removed from the function room on the night, or a charge may be levied from the bond.**
9. The hirer must read and agree these conditions before paying the bond fee.
10. Tea and coffee for functions ( inc. funerals) will be charged at £40.00
11. The function room will be available 3 hours before the function for set up.
12. Food must only be brought in 3 hours before the start of the function.
13. No blue tac, sellotape, or pins are to be used on the walls. All decorations are to be secured with white tac to the woodwork only. Failure to abide by this condition means the hirer forgoes the deposit paid.
14. If the music PA system/TV is hired along with the room, the Kings Club reserves the right to turn the music down and or off, if appropriate.

Name of hirer .....

Tel number of hirer .....

Email address of hirer .....

Address of hirer .....

.....

Date of Function .....

Type of function (**no 18<sup>th</sup> Birthdays**) .....

Afternoon / Evening Inc. start time .....

Estimated number of guests .....

£50 deposit paid CASH / CARD YES / NO

TV/Music PA System required? YES / NO

Hirer paid £60 for the music PA / TV system? CASH /CARD YES / NO

TV only required? YES / NO

Has the hirer paid £25 for the TV? CASH / CARD YES / NO

How did you hear about us?

EXISTING MEMBER / WEBSITE / FACEBOOK / FRIEND / LEAFLET / OTHER

**I the hirer have read and agree to abide by the conditions of hire as above**

Signature of hirer .....

Signature for the Kings Club .....

Date .....

**POST HIRE CHECK** Damage to room / fittings YES / NO

Deposit returned YES / NO

Signature of hirer .....

Signature for the Kings Club .....

Date .....