



THE HEDGE END CLUB LIMITED

AFFILIATED TO THE CLUB AND INSTITUTE UNION - No. 12561R

4 BURSLEDON ROAD, HEDGE END, SOUTHAMPTON, SO30 0BR

Telephone: BOTLEY (01489) 782325
Office: BOTLEY (01489) 797573
E-Mail: admin@hedgeendclub.co.uk
VAT Regn. No. 188 3562 25

SECRETARY: Mrs L Stevens

CONTRACT FOR HIRE OF HALL

Date of Function..... Day.....Type of Function.....

Arrival time of Organisers/Caterers..... Guests.....No. of Guests.....

Entertainment Required.....Catering Required.....

Name/Address of Organisers.....

.....Tel.....

Officer Taking Booking.....Deposit Paid.....Date.....

CONDITIONS OF HIRE

1. on booking, a holding/ security deposit will be taken. This will be taken off the final payment once the function has taken place and providing that the club has suffered no loss or damage to club equipment or fixtures and fittings and that the hall and garden be left in a clean and tidy condition.
2. Full and final payment must be made 3 months prior to the function. If we do not receive this the function will be considered to be cancelled.
3. A full list of Christian and surnames of all guests must be provided 1 month prior to function.
4. If you wish to cancel the function we will require 1 months notice. If the appropriate notice is not given, you will be required to pay the full balance.
5. No alcoholic or soft drinks are permitted to be brought into the Club.
Anyone unable to show proof of age if requested may not purchase drinks.
Anyone found purchasing alcohol for minors will be removed from the Club.
Anyone found using or trading controlled substances will be reported to Police.
6. Catering requirements to be agreed with the Secretary – if permission is granted to bring into the club your own food – this is at your own risk.
7. The Hirer if using there own entertainment must ensure that smoke machines are not used, and that the music stops at 11.00pm prompt.
8. Those attending the function have no right of access to other bars in the club.



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9. The doors to the garden area must be closed at 9.00pm in accordance with our license.

10. The Hirer shall be responsible to ensure that their guests are aware of the positions of the fire exits.

11. The Hirer shall be responsible for the behaviour of their guests at all times, also that the guests leave the premises in a quiet and orderly manner.

12. The Hirer shall be responsible for the cleaning of the hall and garden area at the end of the event, ie: table and chairs to be put back in their original place, food, rubbish and decorations to be taken away. A fee of £20.00 imposed by the club if any guest is sick through alcohol.

13. On the day of the function, if more guests than originally quoted for arrive, the club reserves the right to employ extra staff to cover. The hirer will be charged for this.

14. Decorations may be put up but only White Tack to be used.

BY SIGNING THIS CONTRACT THE HIRER IS FULLY RESPONSIBLE FOR THE BEHAVIOUR OF THEIR GUESTS & THE COST OF ANY REPAIRS FOR DAMAGE.

Signed.....Name.....Date.....

		UNIT	TOTAL
HALL HIRE EVENING			
Member	£50.00		
Non member	£200		
HALL HIRE DAY			
Member	£10.00 per hour		
Non Member	£20.00 per hour		
BARSTAFF/GLASS COLLECTOR (per 4Hour Shift)			
Bar Staff	£35.00 (1 per 50 guests)		
Glass Collector	£20.00 (over 100 guests)		
Holding/Security deposit	£100		
TOTAL TO BE PAID			