



THE HEDGE END CLUB LIMITED

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

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

TELEPHONE: MOBILE (07842) 188209
Office BOTLEY (01489) 797573
VAT Reg. No. 188 3562 25

SECRETARY Mrs. L. Stevens

CONTRACT FOR HIRE OF HALL – CLUB COPY

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

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

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

Time Hall Needed If Not Evening Hire..... Name/Address of Organisers:

.....
.....

Sound System? Y / N - Large Screen? Y / N - Disco Lights? Y / N – Tea Urn? Y / N

Home Tel..... Mobile..... Officer Booking.....

BY SIGNING THIS CONTRACT THE HIRER IS FULLY RESPONSIBLE FOR THE BEHAVIOUR OF THEIR GUESTS & THE COST OF ANY REPAIRS FOR DAMAGE – REFER TO THE CONDITIONS OF HIRE – CUSTOMER COPY.

Signed..... Name.....

Date..... Accepted By.....

For Office use only

Deposit Paid On..... Amount Paid Outstanding

Due on or before Date balance paid..... Amount.....

Return of Deposit:-

Hall Left Clean & Tidy?..... Any Special Cleaning?.....

Damage/Breakages?..... Charge made if any.....

Any Reportable Incidents?.....

Deposit amount returned..... Date.....

Received by (sign)..... Paid By.....

Customer to receive a photocopy of this page and the originals of pages 2 & 3

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CONDITIONS OF HIRE – CUSTOMER COPY

- 1. On booking, a holding/security deposit will be taken. This will be returned after the event providing that the club has suffered no loss or damage to club equipment or fixtures and fittings and that the hall and garden is left in a clean and tidy condition and that all conditions of hire are met.**
- 2. Full and final payment must be made 3 months prior to the function. If we do not receive payment then the function will be considered to be cancelled.**
- 3. A full list of First Names and Surnames of all guests must be provided 1 month prior to function. Please ensure the list is typed and printed or emailed to the office.**
- 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 balance in full.**
- 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 the Police and will be removed from the Club.**
- 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 their own entertainment must ensure that smoke machines are not used, and that the music stops promptly at 11:00pm Friday/Saturdays - 10:30pm Monday to Thursday – & 10:00pm Sunday. Different times may apply for T.E.N.'s. Additional Entertainments (eg Photobooths etc) must finish when the music finishes.**
- 8. The sound system, disco lights and large screen may only be used with prior permission from the Secretary.**
- 9. Those attending the function have no right of access to other bars in the club.**
- 10. The doors to the garden area must be closed at all times in accordance with our license.**
- 11. The Hirer shall be responsible to ensure that their guests are aware of the positions of the fire exits.**
- 12. 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.**

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13. The Hirer shall be responsible for the cleaning of the hall and garden area at the end of the event eg: table and chairs to be put back in their original place, food, rubbish and decorations to be taken away. A cleaning fee of £20.00 will be imposed by the club if any guest is sick over the club furniture/carpets or flooring.
14. 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 accordingly for this.
15. Decorations may be put up but only White Tack to be used.
16. 18th AND 21st Birthday parties are not permitted on these premises.

		UNIT	TOTAL
HALL HIRE 7pm to close			
Member	£150 (includes SIA Security)		
Non member	£200 (includes SIA Security)		
HALL HIRE DAY			
Member	Free		
Non Member	£10.00 per hour		
Staff Cost Day times			
Bar staff 11 - 3 and 3 - 7	£45.00 (1 per 50 guests)		
Glass Collector	£20.00 (over 100 guests)		
Staff Cost Evening			
Bar Staff	£45.00 (1 per 50 guests)		
Glass Collector	£20.00 (over 100 guests)		
Door Security SIA licensed	Included with Hall Hire		
Deposit (Returnable)	£100.00		
Total			