

THE WEST END SOCIAL CLUB

West End Social Club, 2 High Street , West End GU24 9PL

Function Room Hire Agreement

Contact name, Email and contact number and address	
Date & Time of Event	
Cost of Event (Including VAT)	
Refundable deposit	
Additional Requirements	
Additional consent	

This Hall Hire agreement contain the the terms and conditions are binding upon any person, club, society or organisation hiring the function room at The WEST END SOCIAL CLUB, referenced below as "the Club."

1. Applications

Bookings will only be accepted in person, following receipt of a signed hiring form. The person signing the form shall for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. The function hall may, at the Clubs discretion be booked for a single event more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months. The facilities may only be used for the purposes and period stated on the form, unless the Hirer has obtained the prior written consent of the Club. At the time of booking, we will require photographic identification of the hirer in the form of a passport or driver's licence. 18th or 21st birthday parties will only be accepted if there is a significant adult family presence.

2. Payment of Charges

The function room is let in accordance with the scale of charges drawn up by the Club and provided to the Hirer at time of enquiry. The Club reserves the right to vary these as they see fit and provide details of any changes to the hirer up to 14 days prior to the date of the booking. The Hirer shall be liable for any additional expense incurred by the Club if the event or function overruns the pre-arranged period of hire.

- a) Single events - On receipt of this signed document, an invoice will be issued by the Club which should be paid in full ON BOOKING.
- b) Block bookings - In the case of block bookings, the full amount for a minimum of four weeks must be paid in advance.
- c) A refundable deposit of £100 will be required for all evening bookings to secure the date for evening hires. Daytime Hires are subject to a £100 refundable deposit. Deposits or part of the deposit may be withheld if the Club incurs any damage or excessive cleaning costs during the hire period of the Club facilities.
- d) No cash payments are accepted, only bank transfer or credit/debit cards will be accepted.

3. Cancellations

The Club reserves the right to refuse any bookings without explanation and to cancel any booking upon grounds which will be communicated to the Hirer. In the event that the Club cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The Club shall not be liable for any loss sustained by the Hirer as a result of any such cancellation. Cancellations by the Hirer should be notified to the Club in writing. If the Hirer cancels a booking within 8 weeks of the hire event date, the full deposit and hire fee must be paid.

4. Limits of accommodation

- a) The number admitted to the function small room must not exceed 60 and large function room 130 . The Hirer shall be responsible to ensure these limitations are observed.
- b) As we are in a 'Drink Controlled' area, no drinks are to be consumed outside the premises.
- c) The Club reserves the right to carry out a search on any person entering the club.
- d) Drinks are not allowed to be brought in and consumed on the premises unless prior arrangement has been made. These may be subject to corkage charges.
- e) Use of illegal drugs and other illegal substances are strictly prohibited on Club premises.
- f) Any person attending the Club who appears to be intoxicated or under the influence/possession of illegal drugs will be asked to leave the premises.
- g) Children or young adults under the age of 18 will be required to leave the premises by 11pm, this is a legal requirement of our premises licence.
- h) Children's Parties – a suitable number of adults must be present during children's parties, this is the responsibility of the hirer. The fire exit entrance must be used to enter and exit the party at all times. For safeguarding purposes, the hirer should also ensure that the entrance door is closed during the hire period.

5. Entry of officials

The Hirer shall allow any Director of the Club access to the function room at all times. Club Members will also be permitted entry and exit to the Club via the function room during Club opening hours and the use of the ladies toilet facilities at the front of the function room.

6. Catering The club does have buffet and kitchen facilities, please speak to management if you wish to do this. the hirer may bring food in or may use external caterers, however the requirements should be discussed and agreed with the Club booking manager and documented on the hall hire booking form.

7. Children's entertainment

'Children's Entertainment' is entertainment specifically organised for persons under the age of eighteen. Children's entertainment may only be held with the written consent and specific legal considerations from the Club coupled with compliance with Child Protection legislation.

8.Damage to premises or equipment

The Hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the Club premises and caused by the Hirers use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the Club to their original condition shall be assessed by the Club. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. The Hirer shall leave the premises in a clean and tidy manner. In the event of damage payment for costs of repair or replacement will be incurred by the Hirer.

9.Injury to persons and damage to property

The Club and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Club) on the Club's premises or land, howsoever caused. The Hirer shall indemnify the Club, its servants or agents against any claims, which may be made in respect thereof. Any accident must be reported to the Club as soon as possible after its occurrence, but in any event, prior to departing from the Club premises and details must be recorded in the Clubs accident book.

10.Decorations and fixings

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without prior agreement of the Club.

The use of powder ,confetti, streamers, party poppers, sequins is not permitted in the club without prior agreement. Some of these may be subject to an additional cleaning charge.

11.Removal of equipment

The Hirer and/or contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the hire period.

12.Lighting and other electrical equipment

No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the written consent of the Club. Pyrotechnics of any sort must not be used without the written consent of the Club. No electrical apparatus may be brought on to the premises unless the Club is satisfied that the equipment has been checked and passed in accordance with Health and Safety Regulations. The Club reserves the right to request copies of proof of certification of safety for such equipment.

13. Fire safety

No smoking is allowed in any part of the building. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire -fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer, should be treated and maintained in a fire retardant condition in accordance with current legislation.

14. Insurance

The Hirer may be required to provide evidence of appropriate Public Liability Insurance. The Hirer shall not do, or permit to be done, anything which, in the opinion of the Club, is not covered by its policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the Club. Fees may be increased and additional conditions imposed if required by the Club's insurers in respect of additional risks.

15. Advertising

No advertising material shall be exhibited within the curtilage of the premises or car park without first being submitted to and approved by the Club. All correspondence, posters and other publicity should refer to the venue as following The WEST END SOCIAL CLUB 2 HIGH STREET WEST END WOKING GU24 9PL .

16. Flyposting

Flyposting in relation to booked functions is illegal. Any distribution of advertising posters and/or leaflets not relating to the booking is not permitted.

17. Animals

With the exception of guide dogs, no animals shall be allowed to enter the function hall without the Club's permission.

18. Disorderly or dangerous conduct

Any booking which, in the opinion of the Club, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice to the Hirer. The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger personnel, equipment, fixtures or fittings provided within the Club's premises, during the course of the hiring. The Club may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the Club may incur by engaging Police Officers to preserve law and order.

19. Parking area

All vehicles and property are left in the parking area entirely at the owner's risk and the Club will not accept responsibility for any loss or damage howsoever caused except where arising from the Club's negligence. The Hirer shall ensure that all vehicles are parked so that no exit or carriageway is obstructed. Limited designated parking is available at a cost to be determined by the Club at the time of request in accordance with the current parking regulations in force at the Club. Any unauthorised parking will result in the vehicle being clamped and/or removed by the parking control agents employed by the Club. There will be no compensation or reimbursement from the Club if a vehicle is clamped or removed for any vehicle or damage to the vehicle.

20. Licensing

The Hirer shall strictly observe and comply with all conditions of music, singing and dancing and/or stage play licences issued by the Local Licensing Authority in respect of the premises. A copy of such conditions can be inspected during normal office hours on request. No sweepstake, gambling, raffle or other form of lottery shall be promoted, conducted or held on the premises, except such lottery as is deemed lawful by virtue of any enactment relating to gambling, betting and lotteries, or any raffle for which the Club has given prior written approval and the relevant licence or permit has been obtained. Any such activity will be defined in the additional consent section on the first page.

21. Infringement of copyright

The Hirer shall not use the premises for the performance in public of any dramatic musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Club against infringement of copyright occurring during the period of hire.

22. Broadcasting

The Hirer shall not grant sound or television broadcasting or filming rights without the prior written consent of the Club. If such consent is given, the Club reserves the right to be party to any negotiations as to the terms and conditions of any agreement to share any income and publicity derived therefrom.

23. Photographs/Video

No camera or other recording equipment may be brought on to the premises for commercial purposes, unless the Hirer has obtained the prior consent, this will be recorded in the additional Consent section on the first page of this contract.

24. Compliance with conditions

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Club, the Hirer and any persons attending the functions may be excluded from the premises.

25. Complaints

Any complaint connected with the hire of the premises should be made to the Club within seven days of the function.

The Club reserves the right to amend or vary these conditions or impose additional conditions without notice and will provide details of any changes to the Hirer.

Signed (Hirer): _____

Dated: _____

Signed (on behalf of the Club):  _____

Dated: _____

The hiring of the function room at the Club is not confirmed until this document has been signed and agreed by both parties and returned to the club.

-----end of contract-----