

PLODDER LANE CONSERVATIVE CLUB

APPLICATION & CONDITIONS FOR ROOM HIRE

PLEASE RETURN THIS FORM WITH PAYMENT

FUNCTION DAY & DATE

NATURE OF FUNCTION

NUMBER OF GUESTS (approx)

NAME.....

ADDRESS.....

.....POST CODE.....

E.MAIL (PREF).....

ARE YOU A MEMBER? YES/NO

Or TEL No.

ROOM HIRE CHARGES MEMBER NON MEMBER

FREE

FREE

DEPOSIT*

£50

£50

KITCHEN*

£20

£20

TOTAL HIRE CHARGES PAID.....

ALL CHARGES TO BE PAID AT TIME OF BOOKING.

PAYMENT CAN BE IN CASH OR CHEQUE PAYABLE TO PLODDER LANE CONSERVATIVE CLUB

THIS APPLICATION WILL NOT GO TO COMMITTEE UNLESS ALL PAYMENTS ARE RECEIVED.

WHAT TIME OF DAY DO YOU REQUIRE ACCESS TO THE CLUB.....AM.....PM.

(PLEASE LIAISE WITH STEWARD)

ROOM HIRER SIGNATURE

DATE.....

(Please ensure you read conditions before signing).

APPLICATION & PAYMENT RECEIVED BY: DATE.....

Cash.....

Cheque number.....

* SEE CONDITIONS ON REVERSE. (conditions 1-7 inc.)

PLEASE TURN OVER

PLODDER LANE CONSERVATIVE CLUB

CONDITIONS OF ROOM HIRE

TYPE OF FUNCTION	All family functions are welcomed with the exception of 18th Birthdays.
GUEST NUMBERS	The club entertainment licence is for a maximum of 120 people, we recommend for your own comfort you limit to 100-110 guests.
DEPARTURE TIME	Normally for Sunday afternoon functions there is no necessity to vacate the room at a set time For evening functions (normally Friday) the bar will close at midnight and everyone must vacate the premises by 00.45AM. When departing please make sure your guests respect our neighbours and leave quietly. we advise you to order taxis well in advance to avoid problems.
KITCHEN	Any hirer wishing to use the kitchen for whatever reason must pay a £20 charge which is not Refundable, and must be paid in addition to the £50 returnable deposit not as part of it. Obviously if you do not require the kitchen then only the £50 deposit is required.
CATERING	We do not offer catering as part of room hire, although you may liaise with the steward who may be able to cater for you. We do have a kitchen for those who wish to provide their own catering, however any food brought onto the premises and not consumed before departure time must be removed or disposed of before leaving the club. Non food items can be collected the following day. For health reasons staff are instructed to dispose of any food items when clearing up.
PRIVACY	Except for entering/leaving the club the private members club Facilities are not available to room hirer, their guests or children attending the function. Activities must be limited to the hire room only. Children must be kept under full parental Control at all times and are not allowed onto the stage or near musical apparatus and equipment. Please ensure guests with children are aware of these conditions.
ROOM DECORATIONS	Limited decorations are allowed, but no decorations or bunting to be fixed to the ceiling or walls and fittings. Balloons and table decorations are allowed but must be removed when leaving. Aerosol sprays, foams, and confetti type materials are not allowed.

DEPOSIT REFUND CONDITIONS

The deposit paid will be subject to forfeit if specific conditions below are not adhered to.

1. The hirer and guests will abide by all the above conditions of room hire.
2. No excessive glass breakages, food spillage or damage to club property & premises.
3. No physical or verbal abuse directed against club members and their guests or members of staff. This also relates to your own guests amongst themselves. The Club reserve the right to request any person who may become unruly or misbehave in any way to leave the premises
4. The hirer of room will remain on the premises throughout the function.
5. No alcoholic beverages or soft drinks/snacks of any kind to be brought into the club, drinks and snacks to be purchased from the bar.
6. Any booking cancelled within 14 days of function will result in the deposit being forfeited.

The Club Officials of the elected Committee will have the **final say** with regard to interpretation of any contravention of the aforementioned Conditions of Room Hire.