

Waddington Village Club

Clitheroe Road - Waddington - BB7 3HW

info@waddingtonclub.com

Tel: 01200 422262

Function Room Hire Terms

Hiring the function room at the Club is not confirmed until this document has been read and accepted by the hirer.

This Function room hire agreement contain the terms and conditions are binding upon any person hiring the function room at Waddington Village Club.

1. Applications

- Booking enquiries will only be accepted on completion of the booking form either electronically or hard copy.
- The booking will remain un-confirmed until agreed by the club secretary and all hire costs and bonds have been paid.

2. Room Hire Charges

- All hire costs and bonds must be paid in full in advance of the hire date.
- If you are a member of the club, the room hire fee will be waived at the discretion of the Secretary the bond will still be required.
- If the event is a funeral - there is no charge for room hire and no bond is required.

3. Cleaning / Damage / Cancellation Bond

- All lettings of the function room require a refundable bond of £50.00 to be paid in advance to cover damage / cancellation and or cleaning of any rooms made available.
- If the room is damage free and does not require additional cleaning the deposit will be refunded in full.

4. 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.
- If the Club cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates.
- If the Hirer cancels a booking and provides more than 3 weeks' notice of cancellation the booking fee and the bond will be repaid in full.
- If the Hirer cancels a booking within 3 weeks of the hire event date, the hire fee and the bond will not be refunded.

5. Limits of accommodation

- The number admitted to the function room must not exceed 100. The Hirer shall be responsible to ensure these limitations are observed.
- 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.
- Use of illegal drugs and other illegal substances are strictly prohibited on Club premises.
- 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.
- 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.
- For Parties 18 or under – **a suitable number of responsible adults must be present during the entire event.** The responsible adults **must** make themselves known to the bar staff. The conduct of all people attending is the responsibility of the hirer.
- Inflatable equipment – The club's insurance policy does not cover inflatable equipment. If you wish to hire such equipment, you must ensure the company providing it holds public liability insurance.
- Decorations – we ask that no glitter, confetti-style decorations or pins are to be used and that all decorations are removed at the end of your event.
- Waste disposal – Please bring your own waste bags and take all rubbish home as the club does not have a daily rubbish collection.
- Children are welcomed in the Club; however, adult supervision must always be maintained. Scooters, Bikes and mobile toys are not allowed on the Club premises the hirer is responsible to have them removed.

6. Catering

- The club does not have internal staffed catering facilities, the hirer may bring food in or may use external caterers and have access to the kitchen, however the requirements should be discussed and agreed in advance of the event. External must comply with food hygiene regulations. If caterers require special access, please inform us in advance.

7. 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 Hirer shall leave the premises in a clean and tidy manner.

8. 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. 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.

9. 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.

10. Access

- The games room is strictly off limits for the duration of the function. The function room will be off limits to members of the Club not invited to the function. Club officials and bar staff are allowed at any time to enter the function room to ensure that the rules of the club are being followed.
- Access to the function room for setup is flexible. Please speak with club secretary to discuss. Last orders are called at 11:30, guests are asked to prepare transport and leave the premises by 11:50 pm.