ELY BEET SPORTS & SOCIAL CLUB & INSTITUTE LTD

AFFILIATED TO C.I.U.

## LYNN ROAD, ELY, CAMBS, CB6 1DE

TELEPHONE: Office (01353) 662029.

V.A.T No: 214 7298 61

**HIRING FACITILIES – TERMS AND CONDITIONS**

1. The hall can be booked for functions and the Club Licensee and the Management Committee review the request of 16th/18th/21st/25th birthday parties before the event is confirmed and if deemed appropriate door staff will be employed which the hirer will be responsible for the fees.
2. Hirers will arrange their own entertainment, if required for the function.
3. If the hirer falsifies about the reasons why the hall has been booked the Club Management reserve the right to cancel the function either prior too or during the event.
4. The hire times can be between 9.00am to 12.00 midnight.
5. The hire fees are as follows:

£40.00 per hour with bar for non-members

£35.00 per hour with no bar for non-members

£30.00 per hour with bar for members

£25.00 per hour with no bar for members

1. The kitchen can be used if a deposit of £75.00 is given, which will be returned to the hirer if the kitchen is left in the condition it is found.
2. To secure the hall a deposit of £50.00 is required.
3. A compulsory fee of £100.00 will be taken to cover the cleaning of the hall.
4. The hall can be decorated but no cellotape or blue tac must be put on the walls.
5. No confetti canons are permitted.
6. Any damages will be paid for.
7. The patio area adjacent the hall is not to be used.
8. Windows and doors onto the patio area in the hall must not be opened by guests, only the Bar Manager running the shift will open the doors and windows.
9. The designated smoking area for the hall hire guests is in the front car park.
10. Guests can leave their vehicle overnight in the car park after a function but at their own risk.
11. The bar is provided, if required, between 7.00pm and 11.30pm. Anyone found to bring their own alcohol on to the premises could be asked to leave by the Management Team.
12. If the bar is required outside of these times, for example during an afternoon of a wedding, there is an additional charge of £15.00 per hour to cover the engagement of additional staff.
13. Anyone under the age of 25 will be asked for identification.
14. Anyone intoxicated could be asked to leave.
15. The event organiser shall take responsibility to know the Club’s evacuation procedure and the fire meeting point.

**HIRING FACILITIES BOOKING FORM**

Return this form to Ely Beet Sports and Social Club, Lynn Road, Ely, CB6 1DD with your deposit – cash or cheque accepted.

Name and address of hirer:

Hirer’s telephone number:

Email address:

Are you a member? YES / NO

Date of function:

Event title:

Hiring time start:

Hiring time finish:

Allow time for setting up for the function

Anticipated number of people attending:

Do you require the bar? YES / NO

What time do you require the bar to open?

Will you be using the kitchen? YES / NO

If yes we require a deposit of £75.00 which is returned to you if the kitchen is left in a satisfactory condition.

Deposits required: Hall £50.00 non refundable

 Kitchen if being used £75.00

 Compulsory Cleaning Fee £60.00 non refundable

Signed by hirer: