

Leigh Park and District Trade Union Club and Institute Ltd.

(Registered under the Co-operative Benefit Societies Act 2014) Reg No. 19297 R

leighparkwmc@gmail.com

Telephone 02392 472624

Treasurer: Mr K Sparks

439 Dunsbury Way

Leigh Park, Havant

Hants. PO9 5BD

June to Sept Hire Only

Conditions of Hire of the Small Function Room (All Conditions Apply).

1. The function rooms are only bookable by club members, who must be present throughout.
2. £100.00 cash deposit is to be paid when hall is booked. It is not booked until the deposit is paid. Once paid, deposits are non-returnable if you cancel the function. Providing there is no damage and no other problems are caused, the deposit will be refunded 48 hours after the event. Return of the deposit is a committee decision.
3. Cost of hall from 7pm – 11pm is £150.00 (4-hour period), payable one month before function. For every hour extra the cost increases by £25.00, up to midnight. The cost of the Garden area is £100.00, **There is to be No Smoking on the Grassed Area** A £0.20p increase on the till will be made on normal prices for the function.
4. Maximum number of guests in the SFR is 100.
5. Entry to function rooms is via the Side Entrance only. There will be no entry into the club's other bars from the function room for members or their guests.
6. No smoking allowed in the function rooms, this includes E cigarettes, Vapes and smoking assisters. Outside smoking areas are provided.
7. Drugs; the club has a zero tolerance to drugs. Any suspicions or evidence of drug use will cause us to close the event down and disciplinary action will be taken against the hirer.
8. No one under the age of 18 years is allowed to drink any alcohol whatsoever and no drinks, alcohol or soft are to be brought onto the premises.
9. **All drinks to be cleared 20 minutes after the bar shuts and the club cleared 30 minutes after the bar shuts. The remains of any catering to be cleared away, and the function room returned to its normal set up. i.e. Tables and chairs are to be returned back to their original position O/C of the event or at a time arranged when booking. Furniture is not to be removed from the function room or left outside.**
10. If you provide your own catering the club will take no responsibility for the standard of food.
11. The Duty Committee Person will be allowed access at all times.
12. All non-members must be recorded on the Temporary affiliates form supplied, the form returned to the secretary at least 7 days before the function and it will be displayed on the club's notice board. Any person on any Pub Watch scheme or currently suspended, expelled or life banned from the working men's club are not allowed to attend the function, under any circumstances. The hirer is responsible for their guests at all times.
13. **Only blue/white tack is to be used to hold up pictures and posters. No Sellotape nails or pins are to be used and Nothing is to be put on or in the Ceiling Tiles.**

I the undersigned member, understand and accept the club's conditions for the use of the function room.

Date of Function	Print Name:	Signature:	Membership No:	Telephone No: