

Leigh Park and District Trade Union Club and Institute Ltd.

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

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Treasurer: Mr K Sparks
439 Dunsbury Way
Leigh Park, Havant
Hants. PO9 5BD

Conditions of Hire for A Wake (All Conditions Apply).

1. The function rooms are only bookable by club members, who must be present throughout. You are responsible for your guests conduct on the premises.
2. £100.00 deposit 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 no damage or other problems are caused the £100.00 will be refunded 48 hours after the event.
3. Cost of hall is free. But any hours over the 4 hour period will cost £20.00 per hour Bar extensions, past 11pm will not be allowed. However, afternoon closing times can be amended to suite.
4. Maximum number of guests in the Main Hall 300, the Small Function Room 100 and The Lounge, 80 Guests.
5. Entry to function rooms is via the main entrance for the lounge area, the side gate for the Small Function Room or the rear car park for Main Hall. On completion of the wake, there will be no right of entry into the club's other bars for members or their guests.
6. No smoking is allowed in the function rooms, this includes E cigarettes, Vapes or any other smoking assisters. Outside smoking areas are provided.
7. The club has a zero-tolerance policy towards drugs. Should drug taking or drug related items be discovered during or after the party the Management Committee reserve the right to terminate the party forthwith and in all cases of drug related paraphernalia being found the deposit will be forfeit.
8. The club has a zero-tolerance policy towards physical or verbal abuse against staff, officers or committee in the pursuit of their duties. In the event that there are problems, the deposit will be forfeit and disciplinary action taken against the hirer.
9. You may provide your own entertainment; however, the club will take no responsibility for the act you hire. They must, however, hold the relevant insurances and equipment certificates to perform in the club. Again, this is your responsibility to check.
10. No one under the age of 18 years is allowed to drink alcohol, on the premises, whatsoever and no drinks, alcoholic or soft are to be brought onto the premises.
11. **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.**
12. If you provide your own catering the club will take no responsibility for the standard of food.

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13. The Duty Committee Person will be allowed access at all times.
14. Non-Members are the responsibility of the hirer and any misconduct by them will result in disciplinary action taken against the hirer. Temporary Affiliate Forms are not required, however, any person on any Pub-watch scheme or currently suspended, expelled or life banned from the club are not allowed to attend the function under any circumstances. Should any such person be admitted to a function the member booking the function will be called before the committee and may lose their privileges as a member of the club.
15. Memory sticks, containing photos and videos can be played through the club's TVs but only blue or white tack is to be used to hold up pictures and posters. Sellotape, nails or pins are to be used.

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

Print Name:

Signature:

Membership No:

Date of Function

Telephone Number