**Function Hall**

**Guidance Notes to Hirers**

In addition to the T&C’s printed on the reverse of both this and the Booking Contract with which we as ask you t read carefully ………

1. To contact our excellent in-house Caterers to arrange food for your function please use info@clubcafecheshunt.co.uk or call 01932 636636 or 07775 522547 / 07740 433801.
2. There is NO kitchen facility or food storage available to hirers. All decorations and food waste must be cleared at the end of the function. Staff will provide black sacks.
3. Only free standing or table decorations are to be used. **Table confetti is NOT to be used.** Nothing should be fixed to the walls or ceiling. All decorations must be removed at the end of the function.
4. Children MUST be parentally supervised, under control and stay within the hall AT ALL TIMES other than to use the toilets. You are hiring the hall and NOT any outside space(s).
5. There is a smoking shelter and a designated area on the balcony for smokers to use. Smoking is NOT permitted outside the front door or hall door or, of course, anywhere inside the building, including the toilets.
6. Anyone (lucky enough!) to appear to be under the age of 25 will be asked to provide proof that they are legally entitled to purchase alcohol.
7. Only alcohol or soft drinks purchased from the bar can be consumed on the premises. If wishing to bring wine or champagne to the function, corkage will be charged and this MUST be arranged prior to the function starting. See T&Cs.
8. Please notify the bar staff immediately of any spillage or occurrence that causes you concern so that it can be dealt with.
9. Fire exits are clearly marked and should be noted. In the event of a fire they should be used by all guests to congregate in the car park as quickly as possible.
10. The premises and grounds must be vacated thirty minutes after the end of the function. It is the hirer’s responsibility to ensure their guests comply with this request and behave properly throughout the function. Please do NOT drink and drive. **Taxis should be booked in advance as they are difficult to arrange late at night.**

Thank you for adhering to these simple guidelines,

we are confident you will enjoy you function

**Terms & Conditions of Hire**

1. This agreement is made between the hirer and the management of Rosedale Sports Club. In the event of any dispute the decision of the Management is final.
2. A deposit of £100 is required to confirm the booking unless the booking is made less than six months before the function in which case the full hire fee is payable upon booking. For bookings made for more than six months in the future, the deposit must be followed by full payment of the balance six months prior to the event.
3. On top of the hire fee an additional £100 security deposit is also required, which is refunded to the hirer after the event subject to our T&C’s having been complied with and no damages incurred. In the event of unacceptable behaviour from guests the bar will be closed and the event cancelled forthwith with the loss of all payments made, but any bar tabs must be paid before leaving or they will be treated as theft(s).
4. Payments can be made cash or card over the bar or by cheque or transfer to Rosedale Sports Club Limited 73844374 20 20 37 quoting the event date as the reference please.
5. ONLY alcohol and soft drinks purchased from the bar may be consumed and anyone bringing their own will be asked to stop and either have the drinks removed or be asked to leave if they persist. If own drinks are brought in the hirer loses their security deposit as “corkage” and, if this continues, the bar will be closed and the event cancelled forthwith with the loss of all payments made but any bar tabs must be paid before leaving or they will treated as theft(s).
6. Anyone appearing to be under the age of 25 years will be challenged to prove they are legally allowed to purchase alcohol and smokers must use designated smoking areas only (NOT just stand outside external doors).
7. Cancellation less than six months prior to a booking forfeits all monies paid as booking deposit and/or hire fees although the security deposit is refundable. At the discretion of the management an alternative date can be chosen to transfer the function to.
8. The Club has in house Caterers who can provide excellent food. Hirers may choose to provide their own food but it should be noted that NO kitchen prep, refrigeration or crockery & cutlery are available here for outside catering. You need to bring everything with you and we only provide the tables to put it on. We would also draw your attention to the safety rules regarding permitted times for food sitting un-refrigerated.
9. The hirer will observe all conditions and restrictions as may be prescribed by any Act of parliament, by-law, regulations or licence in relation to the use of the hall and will keep the Management and staff indemnified against any penalties, damages, costs, claims, actions or expenses that may be incurred by them owing to any breach, non-observance or non-performance of any such condition or restriction as aforesaid by the hirer.
10. Party decorations must be pre-approved by the management. Banners/posters etc must NOT be stuck to walls, and table confetti is NOT allowed.
11. Disc jockeys or live performers are permitted but are the total responsibility of the hirer. Early set up may be allowed at the discretion of the management dependent upon usage of the hall prior to the function. “Sensible” sound levels must be maintained and the Management reserve the right to request “turning down” or “reducing bass” etc and hirers must be prepared to have the disco shut down if requests are not complied with.
12. After the event it is the responsibility of the hirer to clear away uneaten food, litter etc and to leave the hall in a presentable fashion. Should this not be done, the security deposit may be withheld.
13. The Club as a whole accept NO responsibility whatsoever for any loss or damage of articles whatsoever placed or left in the hall or vehicles parked by anyone attending the function.