

NON-MEMBER FUNCTION ROOM HIRE

TERMS AND CONDITIONS

TO ENSURE THAT **SOUTHERN PARISHES CONSERVATIVE CLUB** ARE FULLY COMPLIANT WITH THE;

[LICENSING ACT 2003 CONDITIONS FOR MEMBER ONLY CLUBS;](#)

NON-MEMBERS WISHING TO BOOK PRIVATE FUNCTIONS, ARE REQUIRED TO BECOME A MEMBER FOR A ONE YEAR TERM AT A COST OF **£10** PAYABLE WITH THE NORMAL REFUNDABLE DEPOSIT.

PLEASE NOTE: IN ACCORDANCE WITH THE CLUB'S RULES, MEMBERSHIP FORMS MUST BE COMPLETED AND SUBMITTED AT LEAST 72 HRS PRIOR TO THE FUNCTION TO ALLOW TIME TO PROCESS THE APPLICATION.

CLUB MEMBERSHIP FORMS ARE AVAILABLE FROM AT THE BAR OR ON THE CLUBS WEBSITE.

www.southernparishes.org.uk

GENERAL INFORMATION FOR FUNCTIONS

A £100 deposit is required for all functions which is fully refundable the next day if there is no damage to the club and it has been cleaned up to the **same standard** as it was before the function. This means also putting all chairs and tables back into place etc.

We require a guest list with full names and postcode of all guests 5 days prior to the function (this is required by the police and licensing board). Without it the function CANNOT go ahead.

The club is open to decorate from midday onwards, if you need to come in earlier it needs to be arranged with the staff and a small charge may be incurred to cover their costs. Likewise, all cleaning up afterwards needs to be done by an hour from the end of the function. i.e. by 12 midnight if you are cleaning yourself. You may also come in the next day, but the staff are only here from 11.30 am and we open at midday so you would only have 25 mins. All functions must finish at 11pm with 20 minutes drinking up time. Book your taxis for 11.20 latest unless you are cleaning up. Only a maximum of 5 people to clean up please.

Blu tac, sellotape etc. cannot be used to decorate unfortunately as it marks the walls. Also, the tiny table decorations/sprinkles/confetti are not permitted as are party poppers. A charge will be deducted if you use these for extra cleaning.

The club needs to be left as it was found i.e. all table decorations, paper plates cutlery etc. to be disposed of. The club will also need to be vacuumed. If you would like the staff to do this for you there is a charge of £20.

If you supply your own food, there will be a standard charge of £25 and you will need to take all your rubbish home with you as our bins cannot cope with the excess waste. If you use our bins, we will make a deduction from your deposit.

Any music provided will require a P.A.T. testing certificate or public liability insurance (new guidelines introduced by our insurance company).

The pool table may be used to put the food on, but it is not available until 6.30pm for evening functions. For any day function please ask the bar manager. If you are supplying your own food, you will need to supply a tablecloth to keep food out of the pool table. If you have no cloth you will need to use the trestle tables. Unfortunately, we do not have anywhere to store your food. You are not permitted to use the kitchen or our cellar due to environmental health laws.

The main room holds 80 people with comfort but will take 100. If you have a larger booking enquiry, please ask.

As we are a members' club, we are required to keep the Bridget Hill Suite empty for our members to use, guests cannot use this bar. If the Suite is empty on the evening of the event, we are happy for guests to use it, but we cannot guarantee in advance, and if members turn up you may be asked to leave the room.

Please make sure your guests leave the premises quietly as we have nearby neighbors. Also, guests have 20 mins drinking up time after last orders at 11pm. Please adhere to this as it is a requirement of the club's license. All doors are to be kept CLOSED to minimize noise.

A copy of our finger buffet menu is available and can be booked with 1 weeks' notice. Payment to be sorted prior to the event please.

Should you wish to cancel we require **4 weeks'** notice otherwise we may need to withhold some of the deposit.

If your guest list is greater than 40 people, we will need to supply 2 x members of staff. Due to

this extra expense there is a minimum take of £450.00. If this is not achieved, we may withhold some of your deposit to cover their wages. No alcohol or soft drinks are to be brought into the premises. If anyone is caught with drinks, they will be asked to leave, and you may be liable for a corkage charge so please let your guests know beforehand.

Please keep all children away from the bar area. i.e. (1 metre away as required by the licensing laws) Notices of which are displayed throughout the club.

For further information, please contact the Bar Manager.

01489 786336

managerspcc@yahoo.com