

# **Southern Parishes Conservative Club**

## **Function Room Hire Terms and Conditions**

These terms and conditions ensure that we are fully compliant with the LICENSING ACT 2003. It applies to members wishing to book private functions at Southern Parishes Conservative Club. All members booking functions must have read and agreed to Southern Parishes Conservative Club Function Room Hire Terms and Conditions prior to booking.

### **1. Who can book**

You must be a member of the Club to book a function at Southern Parishes Conservative Club. You must be over the age of 18 years old to book a function.

### **2. When you can book**

All bookings are subject to availability. We will not change other bookings or club events to accommodate a booking request.

### **3. Guestlist**

You must provide a guest list of all those attending your function at least 7 days prior to your function. This can be sent as a digital copy via email or posted to the club. The guest list must include the full names and postcodes of each attendee. This information will be securely stored and destroyed within 365 days of your booking. We need this information should it be requested by the police or the licensing board. If we have not received your guestlist within 7 days of the function, your booking will be cancelled and your deposit will not be refunded.

### **4. Deposit**

A deposit of £200 is required to secure a booking. A booking cannot be confirmed until the full deposit is paid. This will be refunded the next day should there be no additional fees (see section 7) are incurred.

### **5. Final payment**

Any final payments must be paid within 7 days of the booking. Failure to do so may result in the cancellation of your booking without a deposit refund.

### **6. Minimum spend**

If booking a function on a Peak Day (Friday, Saturday or Bank Holidays) you and your guests must meet a collective minimum spend of £500 via the bar on the date of your event.

If booking a function on an Off Peak Day (Monday, Tuesday, Wednesday, Thursday or Sunday) you and your guests must meet a collective minimum spend of £250 via the bar on the date of your event.

This includes wet sales of alcohol and soft drinks as well as crisps and nuts only and can include pre-ordered drinks packages including tea and coffee.

Please note, payment for additional bar staff and pre-booked food packages will not contribute towards the minimum spend. If you do not meet the minimum spend, the remaining balance will be taken from your deposit and you will not be eligible for a full refund deposit.

### **7. Additional fees**

You may incur additional charges or lose your deposit if;

- excessive cleaning is required to return the club back to its original condition
- there is damage to the property
- there is evidence that drink has been consumed on the premises that was not purchased at Southern Parishes Conservative Club

- there is an outstanding payment to be made on drinks purchase
- we have to shut down your party due to a breach of club rules/terms and conditions
- you have more than 40 guests and require an additional member/s of bar staff
- you cancel your function within 28 days of the booking date
- guests are found to be using member's membership cards at the bar
- your booking does not meet our minimum spend requirement of £500

### **8. Booking cancellation**

If you wish to cancel your booking, you will be eligible for a full deposit refund if you cancel no later than 28 days prior to your booking. If you cancel your booking within the 28 days prior to your booking, you will not get a deposit refund.

### **9. Access to the club**

You may have access to the club on the day of your booking to set up for your function. This must be within the club's opening hours unless otherwise pre-approved by a senior member of staff or committee member.

You must comply with our opening hours. Last orders are 20 minutes before closing time. You have 20 minutes to finish your drink and leave the premises prior to closing. You and your guests must have left the premises before closing time.

### **10. Opening hours:**

Monday - 14:30-19:00  
 Tuesday - 14:30-22:00  
 Wednesday - 14:30-22:00  
 Thursday - 14:30-22:00  
 Friday - 15:00 - 23:00  
 Saturday - 13:00-23:00  
 Sunday - 13:00 - 20:00

Bank Holiday Sundays - 13:00-22:00  
 Bank Holiday Monday - 13:00-20:00

Christmas Eve: 13:00 - 20:00  
 Christmas Day: 12:00-14:00  
 Boxing Day: 12:00-16:00

### **11. The purchase and consumption of alcohol**

Only those 18 years or over are permitted to purchase or consume at Southern Parishes Conservative Club. Members and guests may be asked to show identification to verify that they are of legal drinking age. Should a guest fail to show a valid form of identification on request, they will not be served at the bar and will not be permitted to consume alcohol. Should a member of staff or member of the committee suspect that an under 18 is consuming alcohol on the premises, the minor in question and their supervising responsible adult will be asked to leave. The bar staff reserve the right to stop the sale of alcohol to those who are intoxicated. Those who are intoxicated may be asked to leave the premises.

### **12. Disorderly behaviour**

We do not tolerate drunk and disorderly behaviour. Should members or guests behave in a disorderly way, which includes displaying violent, threatening, abusive or abrasive behaviour towards staff, members or other guests, they will be asked to leave the premises and the function may be terminated.

### **13. Drugs**

We have a zero tolerance of drugs. Should we suspect or find evidence of illegal drug use at Southern Parishes Conservative Club, the individual/s in question will be asked to leave, the function may be terminated, you will lose your deposit and the police will be informed.

#### **14. Under 18's**

All under 18's must be supervised by a responsible adult at all times. Under 18s are not permitted to sit or stand at the bar. They must stay at least 1 meter away from the bar at all times. Under no circumstances shall 18's be served at the bar.

#### **15. Use of the club**

The club can be used for a range of events including birthday parties, wedding receptions, christenings, anniversary parties, meetings, charity events and fundraisers. We do not accept bookings for 18th and 21st birthday parties. The club has a maximum capacity of 100 people. We can comfortably seat 60 with the use of additional tables and chairs on the dance floor area, or 40 people with the table and chair set up that is in place. You may move tables and chairs but they must not block doors, fire exits or walkways.

The club is booked as seen. We cannot and will not make changes to the decor (internally or externally) to accommodate booking requests.

During your function, you will have exclusive use of the main bar area. We are a member's club and therefore other members will have access to the club during your function. Members of the club have exclusive access to the Bridget Hill Suite. Non-members are not permitted to use this space, including the pool table, as this is reserved exclusively for members of Southern Parishes Conservative Club. You will also have shared access to the outside space, including the benches and smoking area at the front of the club as well as the toilet facilities. During your function, these spaces may also be used by the members of the club.

During your function, not under any circumstances will you or your guests be permitted in the following areas: the kitchen, the cellar, the first floor of the building, the second floor of the building, on the staircase or balcony at the rear of the building and behind the bar.

#### **16. Suppliers**

Bands, DJs, caterers, balloon artists and other third-party entertainment providers are welcome onsite however must provide a copy of their up-to-date Public Liability Insurance no later than 7 days prior to your booking. We do not allow bouncy castles, bucking broncos and other inflatables onsite. Not under any circumstances are fireworks permitted. Any electronic equipment brought onsite must have an up-to-date P.A.T test. Please inform us of the names of the suppliers coming onsite and the times they wish to access the club (within club opening times only).

#### **17. Decorations**

You are welcome to decorate the club, however, we do not allow the use of party poppers, indoor fireworks (including sparkler candles) and confetti, including confetti balloons, indoors or outdoors. Persistent use of banned decorations may incur an additional cleaning charge which may be taken from your deposit or charged at an additional fee. You are not permitted to use sellotape, glue dots or blue tack on the walls, windows, woodwork or doors. There are multiple command hooks around the function room, which can be used as an anchor point for many types of decorations. Please be aware that any decorations, including balloons, left at the end of the function, will be disposed of. We cannot accept responsibility for decorations that become lost or damaged.

#### **18. Food**

You may bring food onsite. Southern Parishes Conservative Club does not take any responsibility for the food you bring onsite. Please be aware that you will not have access to cooking equipment and fridge storage. Any food left onsite at the end of a function will be disposed of.

## **19. Bar**

Members will be able to purchase drinks at members' prices during the functions. Guests of the party will pay a guest price. Guests are not permitted to use member's cards in an effort to redeem the member's price. You may lose your deposit if guests are found to be using member's cards.

You may not take alcohol off the premises away with you. All alcoholic drinks bought at Southern Parishes Conservative Club must be consumed on club premises.

You may only consume alcoholic and non-alcoholic beverages purchased on the premises. If members or guests are found to be consuming drinks (both soft drinks and alcoholic drinks) not purchased at Southern Parishes Conservative Club on the premises, you will be personally liable to pay a corkage fee of £10 per drink found. This will be charged for on the date of your function and failure to pay may mean you lose your deposit.

We reserve the right to cancel your booking should you fail to pay a corkage fee and drinks consumed that have not been bought on the premises persist during your function.

Only when specifically requested and agreed by a senior member of staff or committee member, are you permitted to bring your own alcohol or soft drinks with an agreed corkage fee. Our corkage fees are as follows:

£10 per bottle of wine

£25 per bottle of Champagne

£35 per bottle of spirit

£5 per 500ml soft drink

We do not accept corkage on any other types of alcohol. Corkage fees are non-negotiable.

## **20. Respect for our neighbours**

It is important that we respect our local neighbours. We ask that you and your guests leave the premises quietly. Music must stop by 11 pm unless a late licence has been requested and issued at least 28 days prior to the function. The back doors behind the stage must remain closed whilst live bands or DJs are emitting audio.

## **21. Parking**

It is free to park your vehicle onsite. Vehicles may be left overnight. Please be aware that Southern Parishes Conservative Club does not accept responsibility for the damage or theft of any vehicle parked on the premises.

## **22. Dogs**

Dogs are permitted onsite. They must be kept on a lead and supervised at all times. Droppings must be picked up and put in the bins outside of the Club. We do not accept responsibility for dogs.

## **23. Additional bar staff**

If you have more than 40 guests attending your function, you will require 1 additional member of staff. This costs an additional £40. If you have more than 80 guests, you will require 2 additional members of bar staff. This will cost £80. These additional fees are to be paid in full no later than 7 days prior to your booking.

Should you have any queries please contact the Bar Manager:

Email: [managerspcc@yahoo.com](mailto:managerspcc@yahoo.com)

Phone: 01489786336

