

St Marys Social Club - HALL HIRE AGREEMENT

Bookings in general can be taking for any day – Please check diary & with entertainments committee member before agreeing. Saturday night booking must be in advance by 1 month, Saturday night bookings must be posted to notify members (and cancel any bands).

Client's details

1 - Name	
2 - Address	
3 - Telephone / Mobile number	

4 - Nature of the event			
5 - Date of event :		6 - Start Time :	
		7 - Finish time :	
8 - Anticipated number of guests			
9 - Which of these facilities are required?	<input type="checkbox"/> Time in advance in hall to set up decorations etc <input type="checkbox"/> Kitchen (without use of cooking facilities) <input type="checkbox"/> Kitchen (with use of cooking facilities) <input type="checkbox"/> Garden / outside area <input type="checkbox"/> Other:		

10 - Services Required	FEE	Tick if required	
Wine / Prosecco / Champagne Check with club secretary for costs	£		Total Paid £ _____ :
Food – hot or cold buffet Check with club secretary for costs	Between £5 & £7 per person		
Additional bar staff <i>(Confirm with secretary - See item 8 above)</i>	£50		
Extended licence hours – beyond 11.45pm <i>(see item 7 above)</i>	£25		
Cleaning charge If not selected the hall must be cleared after the event by the customer	£30		
Other services required			

Any changes or cancellations – Any cancellations must be made in writing addressed to the Secretary.
I agree to abide by the Terms & Conditions of this agreement (printed on the reverse)

SMSC Signature:

Print Name: Colinda Le Gall

Date:

Client Signature:

Print Name:

Date:

Please sign and return the original form with your payment

TERMS & CONDITIONS

Client:	The person, company or other organisation responsible for the commissioning and payment of the event
Contract:	The written agreement between St Marys Social Club and the Client
Working days	Monday to Sunday including public holidays
SMSC	St Marys Social Club

The following terms and conditions apply to all contracts for conferences, functions and other events and form the basis on which reservations are accepted.

Confirmation of booking

- 1) All bookings are provisional until the contract is signed by the client and SMSC and the deposit paid prior to the event.
- 2) The contract will specify the nature of the event and the anticipated number of guests.
- 3) Organisations/groups hiring the premises for regular meetings will not pay a deposit but will be expected to pay the full hiring fee on request when booking in advance.
- 4) The client will not have access to the keys until the period for which the hall is booked. Preparation time shall be continuous with the main hire period and charged as one continual period.
- 5) An excess charge may be payable for any time that the client uses the hall outside the agreed hiring period. Failure to vacate the premises and grounds entirely by the time on the licence will entail forfeiture of the returnable deposit.

Safeguarding

- 6) Persons under the age of 18 will not be served alcoholic drinks from out bar. ID may be required for any persons who may look younger than 21.

Payment and cancellations

- 7) A refundable damage deposit is required at the time of confirming the booking.
- 8) Cancellation
 - a) If the client cancels the booking an administration fee of £15 will be charged and deducted from the deposit
 - b) If SMSC cancels the booking due to circumstances beyond its control, and after the contract has been signed and the deposit paid, the deposit will be refunded in full. The Clients are responsible for arranging their own cancellation insurance.
- 9) The total hire charge must be paid in full not less than 10 working days prior to the event.
- 10) All accounts will be invoiced to the name and address on the contract unless otherwise agreed.
- 11) SMSC reserves the right without liability, refund or compensation to cancel a booking if:
 - a) it considers the booking may prejudice its reputation
 - b) if it is ordered to do so by an external enforcement agency / authority
- 12) SMSC reserves the right and without liability, refund or compensation to terminate the event due to unacceptable behaviour, noise and / or any other activity liable to damage the premises or its reputation.

Insurance and liability

- 13) SMSC will be liable to the client and / or persons attending the function for injury or loss or damage to property only where and to the extent that it has been negligent but otherwise is under no liability to them whatsoever.
- 14) The client will be liable for any loss or damage to SMSC property, fixtures and fittings (including any items hired for the event), injury to any person and shall indemnify SMSC against loss or liability (other than in 10 above) arising from the event. The client is advised to arrange insurances to satisfy the above at the indemnity limits set by SMSC and to provide copies on request.

Health and safety

- 15) The client must comply (and ensure full compliance by its sub contractors, employees and guests) with SMSC's health and safety policy which is available on request.
- 16) During the period of hire all exits are to be kept clear and the emergency lighting is to be on.
- 17) No naked flame is to be used within the premises.
- 18) For some events and at the discretion of SMSC the client may be required to supply a risk assessment and method statement relevant to the event and the facilities to be used.
- 19) The safety of the client's employees / guests at the event is the sole responsibility of the client and SMSC will not be liable or accept responsibility for any accident or incident however caused.
- 20) Neither the client nor the persons attending the event will bring illegal, dangerous or hazardous substances onto the premises.
- 21) Smoking is not permitted in any part of the building.
- 22) There are statutory regulations for food hygiene and those persons handling food should hold the appropriate certificates (visit Medway Council website for the latest details). SMSC can accept no responsibility from any case of food poisoning that may result from any function organised by the client.

Noise Pollution

- 23) SMSC relies upon good neighbourhood relations to function as a centre for hire. It is therefore imperative that clients show due care and consideration to the neighbouring vicinity, with particular regard to amplified music and leaving the premises quietly. Windows and external doors should be kept shut to minimise sound leakage. Complaints received may result in forfeiture of the returnable deposit.

Licences

- 24) The client (and any 3rd parties employed by the client) will comply with any licences, consents and permits relevant to the event.

Damage

- 25) The client is to ensure that the site, rooms and other facilities hired for the event will be returned in a clean, tidy and safe condition, and in full order as received.
- 26) The cost of additional cleaning required to be arranged by SMSC as a result of the hire, including kitchen facilities (e.g. oven) will be deducted from the returnable deposit.
- 27) Any damage is to be remedied by the client to SMSC's satisfaction or by SMSC using the client's damage deposit and prior to release of any of the deposit. Where the damage exceeds the damage deposit additional costs will be recovered from the client.

General

- 28) The Club operates CCTV.
- 29) The client is not entitled to assign the booking to any 3rd party nor use SMSC facilities other than for the purposes agreed.
- 30) SMSC reserves the right to pass onto the client any additional costs incurred:
 - a) in respect of goods and services requested for and / or during the function
 - b) by the client not adhering to agreed times of services
- 31) Notwithstanding anything contained in these terms SMSC will not be liable for failure to perform its obligations to the client in whole or part as a result of any of the following circumstances:
 - a) extended loss of power supply
 - b) strikes or other industrial action
 - c) fire at or near the premises
 - d) flood at or near the premises
 - e) civil unrest, dispute or commotion
 - f) Act of God
 - g) any other action preventing the supply of services either by SMSC or by its suppliers
- 32) Written confirmation of the reservation shall be deemed to be acceptance of these terms and conditions
- 33) English law shall be the proper law of these terms and conditions