



BOOK YOUR KIDS PARTY AT ORFORD HOUSE

Our Function room is available

Saturdays 12.30 to 5.30pm and Sundays 12.30 to 3.30pm

£75 per hour (if member at time of booking), £90 per hour (non-members).

All prices inclusive of VAT. Orford House VAT Reg No: GB 248849313

Hire includes use of our kitchen, sound system and lights (but not the outdoor space).

All hire is subject to the Terms and Conditions of Hire set out below. Please read them.

Contact hire@orfordhouse.org



Hire agreement for Orford House Social Club Function room

All bookings are subject to these terms and conditions of hire. Please read them carefully.

The hire is not confirmed until explicitly agreed by Orford House Social Club (the Club) and any required hire fee and/or deposit is paid. Before any booking is confirmed, if the hirer is not a member of the Club the hirer may be required to provide proof of identity and proof of address.

Please see our Privacy policy on our website www.orfordhouse.org for how we use your data.

The hirer is responsible for the behaviour of all those attending the event and for ensuring the Function Room is properly supervised. The premises must not be used for any unlawful purpose or in an unlawful way. All Club policies must be complied with, for example the code of conduct and children policy. Copies of Club policies are available from the Club and are on the website www.orfordhouse.org

The hire relates to the Function Room and adjacent kitchen area only. Hire excludes the members bar, snooker room, games room, garden, bowls green and any other part of the Club and grounds, unless specifically agreed by the Club.

The maximum occupancy for the Function Room is 120 people (adults and children). Where the Club consider this threshold is being approached, the hirer will be required to act immediately to limit attendees, otherwise the event may be closed and the hire terminated.

Children

Children under 18 must be supervised at all times and must remain in the Function Room (unless using the toilets). Buggies and prams must be taken into the Function Room and must not block any exits or impede movement through the room.

Hire period and cleaning

The hire period includes setting up time and cleaning and clearing out time.

For example, hire from 12.30 to 3.30pm means the room is available for set up from 12.30. The bar will close 30 minutes before the end of hire period (e.g. 3pm) to allow for the cleaning and clearing of the room. The room must be vacated by 3.30pm and left clean and tidy as found. Cleaning includes clearing all rubbish from room, hoovering, washing floor, if necessary, and cleaning kitchen and any crockery, cutlery or serving dishes used.

The hirer can choose to pay an extra £30 for the Club to arrange for the room to be cleaned. This cleaning will be done in the last 30 minutes of the hire period.

Damage Deposit

A refundable damage deposit of up to £250 may be required on booking. The deposit will be forfeited for cost of breakages, damage, cleaning, etc. If the damage deposit does not cover these costs, or is not requested, a payment to cover the costs must be made by the hirer.

Bar and alcohol

Hire of the Function Room includes 1 member of staff. Extra bar staff are charged at £20ph. 1 extra staff member is required for 50 to 70 adult guests, 2 extra for more than 70 adult guests. Corkage is charged on any drinks

provided by hirer or guests (corkage prices on request). If the bar is not required for the party a surcharge of £50 per booking may be charged.

It is illegal for under 18s to drink alcohol anywhere in the Club or grounds or to buy alcohol in the Club, or for adults to buy alcohol for under 18s. Any such act risks the immediate closure of the event and termination of hire.

Kitchen

Kitchen facilities can be used by the hirer for reheating food or preparing prepackaged food. Use of the kitchen for preparation of raw meat or fish must be agreed with the Club in advance. External caterers can be used but must supply copies of their food hygiene and allergy certificates in advance, and if connecting to our electricity supply must provide a certificate showing their equipment has been PAT tested. The kitchen and other areas must be left clean and tidy after the event.

Decorations, bouncy castles and inflatables

Any decoration must be agreed with the Club before use. No blutack or sellotape must be used on walls or paintwork. Existing hooks can be used for decorations. No inflatables, such as bouncy castles, may be used at the Club.

The hirer must not bring onto the premise anything that may endanger guests or invalidate the Club's insurance. This includes open flame items such as candles (except candles on birthday cake).

Property and vehicles

Property and vehicles left in the car park or Club premises are left entirely at the owner's risk. The Club accepts no liability for loss or damage to items left at the Club. Cars must park responsibly, ensuring emergency access is maintained at all times.

No right of entry

The Club reserves the right to refuse entry to any person at any time regardless of hire. This right can be enforced by any member of staff or any Committee member.

Cancellation

Should the hirer wish to cancel the booking, the following charges apply:

Notice Given	Charge
Up to 3 months	10% of hire fee
Less than 2 months	20% of hire fee
Less than 1 month	50% of hire fee
Less than 2 weeks	75% of hire fee
Less than 1 week	100% of hire fee

The Club reserves the right to cancel any booking on reasonable grounds at any time prior to the event. Notice will be given to the hirer, and all fees paid refunded and/or alternative dates offered. The Club shall not be liable for any loss which may be incurred by the hirer as a result of such a cancellation.