



## COMMITTEE or GAMES ROOM HIRE

**Monday to Friday 8am to 11pm**

**£30ph**

*Minimum hire 3 hours.*

If the event is within 3 months you will need to pay the hire fee in full when the booking is confirmed, in other cases, to secure the date, you will need to pay 50% of hire fee when the booking is confirmed and the balance 3 months before the event.

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

Hire of the Committee room or Games room does not include staff. If staff are required, for example to serve drinks, they are charged at £20ph.

Period of hire includes setting up/taking down and cleaning time. Room must be left clean and tidy as found.

We have a fully stocked bar downstairs and drinks can be brought upstairs. We may be able to provide specific items on request. Corkage is charged on any drinks provided by hirer or guests (corkage prices on request).

Discounts may be available to community groups etc. Please contact [hire@orfordhouse.org](mailto:hire@orfordhouse.org) to discuss.

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

Contact us at [hire@orfordhouse.org](mailto:hire@orfordhouse.org)

# Hire agreement for Orford House Social Club Committee room or Games room

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

The reference to "Room" means the room that is hired, which is either the Committee room or Games room.

The hire is not confirmed until explicitly agreed by 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 Orford House Social 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](http://www.orfordhouse.org) for how we use your data.

## Additional costs

Any additional costs relating to the hire (e.g. additional licences, entertainments etc) are the responsibility of the hirer.

## Advertising

No advertising material may be displayed or distributed on the Club premises unless authorised in advance by the Club.

## Alcohol

Hire of the Room does not allow access to the Function room or Members' bar unless agreed in advance, and if agreed access is only for the purpose of buying drinks to be taken to the Room.

Only drinks purchased at the Club are permitted on the premises unless by prior agreement. A corkage charge is payable for any drinks provided by the hirer or guests, unless waived by the Club. Corkage charges can be obtained from the Club.

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.

## Behaviour

The hirer must be booking the premises for themselves or their organisation, not for someone else. The hirer is responsible for the behaviour of all those attending the event, for ensuring the Room is properly supervised and for hiring and managing any security staff required. 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](http://www.orfordhouse.org)

## 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.

## **Capacity**

The maximum occupancy for the Room is 38 people. Where the Club consider this threshold is being approached, we will require the hirer to act immediately to limit attendees, otherwise we will terminate the hire.

## **Catering**

If agreed in advance, 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 specifically 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 using 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.

## **Bouncy castles and inflatables**

No inflatables, such as bouncy castles, may be used at the Club.

## **Children**

Children under 18 must be supervised at all times and must remain in the Room (unless using the toilets). The Room is not suitable for kids' parties. Children under 16 must not use the pool table or darts board. Children must not enter the Function room, Members' bar, grounds or infringe on the Bowling green. Buggies and prams must not block any exits or impede movement through the Club. The hirer and guests must comply with the Children policy displayed in the Club and on the website [www.orfordhouse.org](http://www.orfordhouse.org).

## **Cleaning**

The hirer must ensure that the Room is left clean and tidy. Any costs for special or additional cleaning following hire must be paid by the hirer.

## **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.

## **Dangerous materials**

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.

## **Decoration**

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 banners. Existing decorations such as pictures, lights, posters, etc and other fixtures and fittings at the Club must not be moved by the hirer or guests.

## **Facilities**

The hire relates only to the Room (and the kitchen if agreed). Hire of the Games room does not include use of the pool table or darts board unless specifically agreed by the Club. Hire excludes the Function room, Members' bar, snooker room, garden, bowls green and any other part of the Club and grounds, unless specifically agreed by the Club.

## **Hire purpose**

Hire of the Room is normally for a celebration or event, the precise use must be given when booking. Any change in hire purpose or hirer must be notified to the Club at the earliest opportunity, failure to do so may result in cancellation of the hire.

## **Insurance**

The hirer is responsible for their own public liability insurance to cover any damage caused to premises or items or persons on the premises during, or as a result of, the hire.

## **Noise**

Noise levels must be monitored and kept to a reasonable level so as not to disturb other Club users. Amplified music is not allowed in the Room unless by prior agreement with the Club.

## **Property**

Vehicles and property 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.

## **Right of entry**

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