



## FUNCTION ROOM HIRE

<b>Monday to Friday 10am to 6pm (3.30pm on Fridays)</b>	<b>£60ph</b>
<b>Saturday 12.30 to 5.30pm</b>	<b>£75ph (members) £90ph (non-members)</b>
<b>Sunday 12.30 to 3.30pm</b>	<b>£75ph (members) £90ph (non-members)</b>
<b>Saturday eve 6pm to midnight (members only)</b>	<b>£1200 (£600 if member for 2 years or more at time of booking)</b>

*Minimum hire 3 hours. The Function Room is not normally available for hire on weekday evenings, bank holidays, Fridays after 3.30pm or Sundays after 3.30pm.*

**See separate price list for weddings/civil partnerships ceremonies and celebrations.**

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 Function Room includes 1 member of staff (up to 3 on Saturday evenings). Extra bar staff are charged at £20ph. 1 extra staff required for 50 to 70 adult guests, 2 extra for more than 70 adult guests. Hire also includes use of kitchen, sound system, lights. Period of hire includes the setting up/taking down and cleaning time. Room must be left clean and tidy as found.

We have a fully stocked bar. 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*

# 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 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 premises unless authorised in advance by the Club.

## Alcohol

The bar will open at noon at weekends. If the bar is not required for the event a surcharge of £50 per booking may be charged. The bar will close 30 minutes before the end of hire to allow the hirer to clear and clean 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 Function 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 Function Room is 120 people (90 seated). 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 immediately closed and the hire terminated.

## **Catering**

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.

## **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 Function Room (unless using the toilets). Children must not enter the grounds or infringe on the Bowling green. Buggies and prams must be taken into the Function Room and must not block any exits or impede movement through the room. 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 premises are left clean and tidy, including the Function Room, kitchen and stage. 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 decorations. 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 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.

## **Hire purpose**

Hire of the Function 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 not exceed 90db at any time. The Club's grounds back onto a residential area and no guests are allowed in the grounds at the back of the Club after 9pm. The hirer must make guests aware of this rule. The hirer must ensure the Function Room door to the grounds is kept closed after 9pm to reduce noise pollution. The Club has a sound-system and use must be arranged in advance, and settings restored to their original settings following the hire.

## **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 Function Room at any time regardless of hire. This right can be enforced by any member of staff or any Committee.