



Orford House

Function Room Hire

Monday to Friday	10am to 6pm	£50ph
Saturday	12 to 6pm	£72ph
Saturday evening	6pm to midnight	£1200
Sunday	12 to 3pm	£200

All prices inclusive of VAT. Saturday evenings we hire to members only and there a discount of 50% for members of 2 years or more at date of event (so £600).

The bar is only open from 12 noon. The Function Room is not available for hire in the evening (except Saturday), Sunday afternoons or Bank Holidays.

Please note there is a separate price list for weddings/civil partnerships and wedding/civil partnership celebrations.

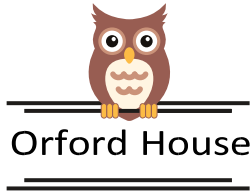
If you wish to book the Function Room, please fill in the booking form at the end of this document. To secure the date you will need to pay 50% deposit when the booking is confirmed and the balance of the hire charge 1 month before the event.

All hire is subject to the Terms and Conditions of Hire.

Hire of the Function Room includes 1 member of staff (up to 3 on Saturday evenings). Extra bar staff are charged at £15ph. 1 extra for 50 to 70 guests, 2 extra for more than 70 guests. Hire also includes use of kitchen, sound system, lights. Period of hire must include 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 at £7.20 per bottle of wine, soft drinks at £2 per bottle (other corkage prices on request).

Discounts may be available to members, community groups etc. Please contact events@orfordhouse.org to discuss.



Terms and Conditions of Hire

Before any booking is confirmed, if the hirer is not a member of the Club, the hirer must provide proof of identity and proof of address.

All bookings are subject to the following terms and conditions of hire.

Additional costs

Any additional costs relating to the hire (e.g. additional licences, entertainment charges etc) will be borne by the hirer. A refundable damage deposit of £250 is payable for each hire, unless waived by the Club.

Advertising

The hirer must not permit any advertising material to be displayed or distributed on the premises unless authorised in advance by the Club.

Alcohol

Only drinks purchased at the Club will be permitted within the Function Room unless by prior agreement. There is a corkage charge of £7.20 (inc vat) per bottle of wine and £2 per bottle for soft drinks, payable for any drinks provided by the hirer or guests, unless waived by the Club. Corkage payable on other items at amount agreed with Club.

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

Behaviour

The hirer is responsible for the behaviour of all those attending the event, for ensuring the Function Room is properly supervised, for hiring and managing any security staff required, and for any costs associated with repairs to the club following damage incurred during the period of hire. The premises must not be sublet by the hirer, nor 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 policies available from the Club.

Booking

Hire is not confirmed until explicitly agreed by the Club and the deposit of 50% of hire cost (and any damage deposit) is paid.

Cancellation

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

Notice Given	Charge

Up to 6 months before	25% of Deposit
Less than 2 months before	50% of Deposit
Less than 1 month before	100% of Deposit
Less than 2 weeks before	75% of Total hire
Less than 1 week before	100% of Total hire

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 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 persons (90 seated). Where we consider this threshold is being approached, we will check the number of attendees and require the hirer to act immediately if breached, otherwise we will terminate the hire.

Catering

Kitchen facilities can be used by the hirer but must be left clean and tidy following the event. External caterers can be used, though they must supply copies of their food hygiene and allergy certificates, and they must leave the kitchen clean and tidy.

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 Children policy on Club website applies.

Cleaning

The hirer must ensure that the premises are left clean and tidy, including 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 £250 is payable on booking unless reduced or a waived by the Club. The deposit will be forfeited for cost of breakages, damage, cleaning, etc. If the damage deposit does not cover these costs a further payment must be made.

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

Decoration

If the hirer wants to decorate the Function Room, any decoration must be agreed with the Club before use. No bluetac or Sellotape must be used on walls or paintwork. 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 to the Function Room and adjacent kitchen area. Hire excludes the members bar, snooker room, pool room, bowls green and any other part of the grounds, unless specifically agreed by the Club.

Hire purpose

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

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

The Club's grounds back onto a quiet residential area. No guests are allowed in the grounds at the back of the Club after 9pm. The hirer must make guests aware of this rule. Staff will ask guests to leave the grounds after 9pm. The hirer must ensure the Function Room door to the grounds is kept shut after 9pm to reduce noise pollution. Noise levels in the Function Room must not exceed 90db.

Parking

Vehicles and property left in the car park are done so entirely at the owner's risk. Cars must park responsibly, ensuring emergency access is maintained at all times.

Personal Items

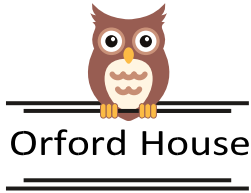
Any items or property left in the Club are at the hirer's own risk. The Club accepts no liability for loss or damage to items left at the Club.

Right of entry

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

Sound system

The Club has a sound-system. Use must be arranged in advance, and settings restored to their original settings following the hire. Noise levels must not exceed 90db.



BOOKING FORM FOR HIRE OF ORFORD HOUSE FUNCTION ROOM

Your Name:

Your Organisation:

Required if booking is for an organisation

Email:

Phone number:

Membership number *(if applicable)*:

Your Address:

Date of hire:

Time of hire *(include set up/clear up time)*:

Number of adults expected:

Number of children expected:

What is the purpose of hire e.g. private party, wake, yoga class?

Bar: Do you want the bar open (from noon only) Y/N

Do you want to set up a bar tab? Y/N If Y, how much?

Bar tab must be paid in advance or on arrival

Corkage: Will you be providing any of your own drinks Y/N

If Y, provide details

Corkage is charged at £7.20 per bottle (£2 per bottle for soft drinks), other corkage prices available on request.

Food: Are you using external caterers Y/N

If Y provide details including arrival time, equipment needed, etc

Facilities: Do you want use of:

Kitchen Y/N

Sound system Y/N

Event Lighting Y/N

Projector Y/N

Urn for tea and coffee Y/N

Layout: Do you want any special layout/seating arrangement ie buffet tables etc? Y/N

If Y provide details

Decoration: Will you be decorating the hall or using florist? Y/N

If Y provide details

Entertainment: Will there be a band/entertainer/DJ, etc Y/N

If Y provide details

Car parking: Do you require reserved car parking? Y/N *Car parking is first come, first served, but up to 3 spaces can be reserved for disabled, caterers, band, etc.*

Additional requirements *(anything else you want us to know)*

Please note Function Room hire does not include use of outdoor space.

I confirm I have read the terms and conditions of hire and understand my responsibilities under this booking.

I agree to pay 50% deposit on confirmation of booking and the remainder of the hire cost one month before the event.

Name:

Date:

Orford House Bank details:

HSBC - Sort Code: 40-07-15 Account Number: 11294822

Please make sure you use your name as the payment reference.

Orford

House VAT Reg No: GB 248849313

NOTES TO BE COMPLETED BY OHSC

Date deposit paid and amount:

Damage deposit paid Y/N - amount:

Balance of hire charge paid and amount:

Damage deposit refunded? Y/N

Corkage paid Y/N - amount

Any other points to note (eg extra staff, linen hire, etc)?