

## FUNCTION ROOM HIRE AGREEMENT

Information Required	
Name	
Phone Number	
Email address	
Date required	
Event occasion	

**Event Information:**

- Invites to those attending should state that the event starts no earlier than 7.30pm.
- Setting-up may commence at 18.30pm but note our club closes to members at 7pm.
- Last orders at the bar are called at 11.20pm.
- Lights up at midnight, and venue to be vacated by 12.15am.

**Hire Charges:**

- £150/£175 (Members/Non-Members) + £100 security deposit taken at the point of booking.

**Venue Information:**

- The function hire includes only our downstairs areas of Foyer, Lounge & Bar (and patio in summer) and toilet facilities.
- Access to indoor and outdoor courts is not permitted within this hire agreement.
- The maximum capacity is 110 people (a combination of standing and seating).
- We will try to ensure any specific drinks requirements are captured – please contact [manager@lstc.org.uk](mailto:manager@lstc.org.uk) 3 weeks prior to your event.

I agree to accept and abide fully with the terms and conditions (overleaf).

Hirer's name: \_\_\_\_\_

Hirer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Terms & Conditions**

1. MLSG reserves the right to cancel any hiring not less than 28 days before commencement and will provide the hirer with a full refund.
2. If the hirer cancels the booking more than 28 days before the function, a full refund will be given. Cancellations must be confirmed in writing to [manager@lstc.org.uk](mailto:manager@lstc.org.uk).
3. If the hirer cancels the booking less than 28 days before the function, 50% of the hire fee will be refunded, along with the security deposit.
4. If the hirer cancels the booking 48 hours prior to the event date, 50% of the hire fee will be refunded only.

### **Security Deposit**

1. The security deposit will be returned between 3 and 5 days after the function if MLSG are satisfied with the condition of the venue.
2. If damages are incurred, the hirer will be contacted or a meeting between MLSG and the hirer will be instigated and the deposit held with MLSG.

### **Alcohol & beverages not associated with MLSG on the premises**

1. The hirer may not bring drinks (alcoholic or non-alcoholic) onto the premises for consumption.
2. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be deducted from the security deposit.
3. It is the responsibility of the hirer to ensure their guests adhere to these rules.

### **Noise**

1. The hirer shall not cause or permit any excessive noise or nuisance to the occupiers of adjacent properties.
2. Any entertainment must not exceed 90 decibels at any time.
3. MLSG reserve the right to refuse the hirers' entertainment choice.
4. The function room fire exit doors must not be opened except in an emergency.

### **Smoking**

1. The club operates a non-smoking policy. The hirer must ensure that no one is permitted to smoke within the confines of the building.
2. The designated smoking area for an event is the outside patio space. It is kindly requested that all cigarettes butts are disposed of in ashtrays/bins provided.
3. Smoking is not permitted to the front of the entrance lobby.

### **Damages or loss**

1. MLSG will not be held responsible for any damages or loss to individuals on the night of the function.
2. Any damages to the fabric of the building, breakages or loss of any equipment arising from the function, MLSG will discuss with the hirer and recoup the costs through the security deposit or other means, if the damages exceed the security deposit.

### **Identification**

1. MLSG abide by the UK licensing laws and alcohol can only be sold to persons 18 years or older.
2. The hirer shall not encourage or permit underage drinking and shall co-operate with the club to ensure that those underage are not sold, or receive, intoxicating drinks.

### **General**

1. No alterations to the club, its fixtures, fittings or services in the nature of posters, advertisements or other such shall be affected without the consent of MLSG.
2. The emergency exit doors must be kept clear at all times and must not be blocked by any furniture or items associated with the event.
3. MLSG have 24 hour CCTV in operation in the bar, entrance and car parking area.
4. An authorised representative of MLSG will be present in the club at all times and the hirer shall comply with any directions given in relation to the use of the club.