

## CONDITIONS OF HIRE

- 1 A refundable deposit of £100 must be paid on booking of the room to secure the date. This is to cover any damage and/or cleaning as laid out in the terms below. If no damage or cleaning is required the full £100 is refundable no sooner than 48 hours after the event.
- 2 If the bar is not required a minimum non refundable charge of £35 will be made in addition to the refundable £100 deposit.
- 3 The bar will close at midnight unless an extension has been requested and approved.
- 4 The room is to be vacated by 12.30am unless a bar extension has been approved and shall be left in a clean and tidy condition with all furniture being returned to it's stored position.
- 5 If used the kitchen must be left clean and tidy and the fridge cleared and cleaned of any food and/or spillages.
- 6 ALL guests are asked to please respect our neighbours whilst leaving the premises.
- 7 No food or drink to be brought onto the premises unless by prior agreement. A corkage charge will generally be made for alcohol not provided by The Linford.
- 8 The customer is liable to pay for any damage or breakages to the room/property in the room during the period of hire.
- 9 The Linford accepts no responsibility for the loss or damage of any property brought on the premises.
- 10 The room is unsupervised, and the hirer shall be responsible for the good order of the guests during the period of hire.
- 11 The volume of music must be such that it cannot be heard beyond the club boundary.
- 12 Children are to be kept under direct and close supervision of an adult at all times.
- 13 The management reserves the right to stop any function not being properly conducted.
- 14 All incidents/injuries sustained by any persons whilst on the premises must be reported immediately to a member of staff.
- 15 No bouncy castles/other types of inflatable allowed on the premises.
- 16 The customer must not at any time block or obstruct any of the building's emergency exits.
- 17 There will be no access into the main bar areas from the Function Room.
- 18 Fireworks and all other incendiary devices ARE STRICTLY PROHIBITED in and around the premises
- 19 These conditions and all other Linford notices are to be observed and followed by guests at all times whilst in the bounds of the club.
- 20 The booking reference is your booking confirmation. Please note your booking is NOT confirmed without a deposit/payment or the return of this form duly completed.

## ESSENTIAL GUIDELINES

Thank you for booking the Linford Suite for your party or function. The following notes are for your help and guidance.

The Linford Suite is not charged for provided your function meets certain criteria outlined overleaf and below.

The deposit for the room is £100 payable at the time of booking to secure the date. If the booking is made within 1 calendar month of the event the full £100 is payable in cash. Cheque are to be made payable to "Newtown Linford Ex-Servicemens Club".

The deposit will be banked and will be returned within 48 hours of the event by cash or electronic transfer once the room has been verified by the staff for any problems resulting from the function. The deposit can only be refunded by cash or credit card.

There is a £35 minimum spend at the bar. If this is not met a charge of £35 will be made and will be payable at the time of booking along with the £100 refundable deposit. The £35 is not refundable.

Please note when planning your event:

The kitchen is available for your use. However, please ensure it is left clean and tidy at the end of the function.

No photographs, bunting, balloons or any other type of decoration/fixtures are to be stuck to the walls, doors, windows or soundproofing using any type of adhesive, tape or tack.

Any rubbish bags to be put into the outside bins provided, do not leave on or around the premises.

Please respect the village residents during the event and whilst leaving the premises.

Any other damage caused to the property, fixtures or fittings will be charged to the Hirer.

None of the building's emergency exits to be blocked or obstructed at any time.

All furniture must be returned to it's original stored position.

**IMPORTANT NOTE:** If anything is stuck to the walls, ceiling or soundproofing panels without prior approval using ANY kind of adhesive/fixing, temporary or otherwise, a charge for repair will be made.

**(NON MEMBERS ONLY) BY SIGNING THIS FORM I HAVE BECOME A TEMPORARY MEMBER OF THE NEWTOWN LINFORD CLUB AND SHALL ABIDE BY ALL THE RULES APPLICABLE THERETO INCLUDING THE SIGNING IN OF AND RESPONSIBILITY FOR ALL NON- MEMBER GUESTS ATTENDING SAID FUNCTION**