



Bourne Vale Sports & Social Club
Halifax Road
Ipswich
IP2 8RE
Tel: 01473 687685
Email:bournevaleipswich@gmail.com

FORM FOR MAIN HALL

Please read the Terms and Conditions of Hire enclosed, sign and return along with your booking deposit /holding fee of £100 (£50 will be refunded if terms met at declaration)

Name person booking.....

Address.....

Telephone number.....

E-mail address.....

Day & date required.....

Name of person party is for.....

Relationship to person booking.....

Type of event.....

Maximum amount of person allowed to attend:
Fridays x 150--Saturdays x 170--Sundays x 150

Fees: Fridays 7pm to 11pm £100--Saturdays 7pm to 11pm £100--Sundays £50
Other days by arrangement with the Committee

Declaration

I understand that I am hiring the club hall for the above function only. I will be in attendance myself and will ensure the event is conducted in an orderly manner. I agree to the terms and conditions of the hire. I agree I will be responsible for the cost of any damages resulting from my party booking and that I will have a minimum of 50 adults attend the function. My deposit /holding fee is non-refundable if I cancel or do not show. Children are welcome to accompany the adults.

Signed.....Date.....

Terms & Conditions of Hire

1. The normal finishing time for private functions is 11.15 pm. The bar closes at 11pm. Drinking up time is by 11.15 pm. The hall should be clear of guests by 11.45pm. Sundays the finishing time is 18.00.
2. Every effort must be made to leave the hall, tables and kitchen (if used) in a clean and tidy condition. Black bags are available for your use and brooms are available for sweeping the floor. Our staff will wipe the tables when you have cleared them.
3. Decorations may be used in the main hall area, however, these must be removed and disposed of at the end of your function.
4. **Fun aerosols, metallic confetti or party poppers** must not be used in any area of the club.
5. **Strictly no alcohol or soft drinks may be brought into club premises.** Sherry, wine, cava, soft drinks or champagne can be purchased from the club at competitive prices. Please ask for a quote, glasses will be provided for your use.
6. We accept some party organisers may wish to book "Grams" however, under no circumstances do we allow any form of stripper gram.
7. The hirer shall indemnify and hold harmless to the club in the respect of any claim, cost or expenses awarded against or levied from the club arising from negligence, wilful act or default of the hirer or any other persons attending the hire event through or in connection with the hirer. The hirer is strongly advised to obtain insurance to cover their liabilities.
8. It is the responsibility of the hirer to ensure that all Health and Hygiene legislation relating to catering is observed in cooperation with the club. **No children are allowed in the kitchen during food preparation.**
9. If the hirer or any service provider is introduced onto the premises by the hirer uses any electrical apparatus, the hirer shall ensure that the persons responsible for the safety of that apparatus complies with current electrical legislation and the club's conditions for the operation of electrical equipment on the club's premises.
10. There is no access onto the grass at the front of the club for caterers, discos or bands vehicles. Entry to the club for this purpose is via the games room.
11. The club shall not be liable for any consequential losses if the event is cancelled by the club, no matter what the reason for cancellation
12. Communication between the hirer and the club shall be directed to the club via e-mail. Committee members are empowered to reply and act on behalf of club.
13. The hirer agrees that the club will also be used by its members in the lounge/bar area. (Not the hall area, except for access to the toilets /entrance foyer)
14. Disco's etc must not use bubble or foam machines as this can make the dance floor slippery

15. **A holding/deposit payment of £100 will be required.** Failure to comply with any of the conditions as per the booking form or these conditions will deem part or all of the holding/deposit payment non-refundable.

16. Please Note-Visiting Disco's etc are requested to ensure that music is played at a reasonable level. Providers of Music will be asked to reduce the volume if the management consider the volume to be too high.

17. The behaviour of your guests is the responsibility of the hirer. Misbehaviour of guests could result in your holding payment not being refunded.

The club's decision is final and no correspondence shall be entered into.

COVID-19

The hirer will adhere to the present government guidelines and any changes that may be implemented during the COVID-19 pandemic.

I agree to the above terms and conditions of hire.

Signed _____

Print name _____

Date _____