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WARREN WOOD SOCIAL CLUB (WWSC) HALL HIRE

Main Hall

Members: A holding deposit of £50.00 required when booking and the hire cost of £75 to be paid one month before the function date. Total of £125.00

Lounge Bar

Members: A holding deposit of £50.00 is required when booking and the hire cost of £50.00 to be paid one month before the function date. Total of £100.00

Optional Extras

Tea and Coffee: £25

Terms and Conditions

WWSC reserves the right to cancel and stop any function if it contravenes any of the below terms and conditions.

The holding deposit is non refundable upon cancellation unless one month prior to the function date.

Members **must not** book the hall for a non member. Any rules not being followed may result in the hall deposit not being **refunded, revoking of memberships, ban of future functions or banning from the club premises.**

A **guest list** must be provided at least two weeks prior to the date of function.

Main Hall: Maximum guests list not to exceed 160 people, this is in line with fire and safety regulations for WWSC.

Lounge Bar: Maximum guests list not to exceed 50 people, this is in line with fire and safety regulations for WWSC.

Deposit must be paid within 7 days of booking the hall. Failure to do this may result in booking not being confirmed.

WWSC does not allow the use of hall hire for 14-20 year old birthday parties. If this is broken, WWSC reserves the right to cancel and stop this function without notice and or/ hall deposit not being refunded, revoking of memberships, ban of future functions or banning from the club premises.

The hirer of the hall holds responsibility on the day/night of the function to ensure that guests vacate the premises 30 minutes after time is called. This is 11:30pm for entertainment to cease and a further 30 minutes for the hall to be cleaned and guests to vacate. Failure to do this may result in the deposit not being refunded.

The hirer is responsible for guests leaving the premises and should ensure noise is kept to a minimum to respect our neighbours. Any aggressive behaviour will be reported immediately to the police.

Barrier and entrance/ exit will be locked at 12am and will not be re-opened until 12pm. Vehicles are left at the owner's risk.

The club does not accept any liability for the loss/ theft or damage to a guests personal property whilst attending the function.

The hall must be left in the same condition it was hired in and it is the responsibility of the hirer to ensure the hall is clean and tidy before the hirer leaves the premises at the end of the function. If any items are being left for collection i.e decorations, these must be picked up the following day or these will be disposed of. The club does not accept responsibility for any loss/damage to any items left to be collected.

The club holds no responsibility and is not liable for the use of any games/ activities (eg- Soft Plays/ Bouncy Castles) that have been hired from a Third Party.

WWSC will provide 2 members of staff for each function. If the guestlist exceeds 100, an additional member of staff can be made available at a cost of £50.

Drugs are strictly prohibited on the premises, if any person is found in possession, selling or taking drugs they will be reported to the police and removed from the premises. Any incident involving drugs may result in WWSC management stopping the function, revoking memberships and banning the hirer and/or guest.

ID will be required to purchase alcoholic drinks. If you or your guests do not have ID you/they will not be served. If anyone tries to supply or purchase alcohol for any persons underage or without ID the function may be stopped.

NO DRINKS FROM OUTSIDE OF WWSC SHOULD BE BROUGHT INTO THE FUNCTION. IF YOU OR YOUR GUESTS ARE FOUND WITH DRINKS NOT BOUGHT FROM WWSC, THE PARTY WILL BE STOPPED AND THE DEPOSIT WILL NOT BE REFUNDED.

Function Date: _____ Hirers Full name: _____

Address: _____

Contact number: _____

Email Address: _____

Nature of Function: _____ (If a birthday please include age of birthday)

Function Room: Main Hall () Lounge Bar () (Please tick)

Approximate guest numbers: _____ (Please see terms and conditions)

Start Time: _____ Finish time: _____

Please sign below to confirm you have read, and agree to the terms and conditions.

_____ Date: _____

For Club use only*

Form and deposit seen by: _____

Hire cost received: _____