The Firs

Elphinstone Road

Hastings

East Sussex

TN34 2AX

**TERMS AND CONDITIONS FOR HIRE OF THE FUNCTION ROOM FOR AND SOCIAL EVENTS**

Bookings of the Function Room at Elphinstone Sports and Social Club Ltd are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

1. **Bookings and Cancellations** 
   1. All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing.
   2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
   3. Upon receipt of the booking form, the details will be passed to our Finance Department who will invoice the Hirer directly if a charge is to be made. The Hirer must become a member of the Elphinstone Sports and Social Club Ltd
   4. It is not normally our policy to accommodate 18th and 21st Birthday parties. A request can be made to the chairman via the duty manager.

**Charges**

1. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery.
   1. The Hirer shall pay to The Elphinstone Sports and Social Club Ltd, on demand, the amount required to make good or remedy any such damage.
   2. The management reserves the right to request a deposit. This will be refunded in full subject to there being no damage to The Elphinstone Sports and Social Club Ltd property or equipment.
   3. Major variations to the booking such as date change will attract a £10 administration fee.
   4. Cancellation charges prior to the event booking will be applied as detailed below:

Up to 28 days No charge

28 to 14 days £100.00 will be charged.

14 days or less £200.00 will be charged.

* 1. Notice of cancellation must be made in writing and will become effective on the date received by Elphinstone Sports and Social Club Ltd.
  2. The Elphinstone Sports and Social Club Ltd reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Elphinstone Sports and Social Club Ltd.
  3. The Elphinstone Sports and Social Club Ltd will refund any monies paid in advance.
  4. The Elphinstone Sports and Social Club Ltd does not accept any liability for losses incurred due to the cancellation of an event.

1. **Catering** 
   1. Catering and refreshments may only be provided by The Elphinstone Sports and Social Club Ltd and its Catering Partners unless otherwise agreed. An additional charge will then be made for the use of the kitchen.
   2. The Elphinstone Sports and Social Club Ltd and its Catering Partners accept no liability for food and refreshments provided by the Hirer of the Function Room.
   3. The Elphinstone Sports and Social Club Ltd Catering Partner will invoice the Hirer separately for all catering provided for Social events.
2. **Social Events Facilities** 
   1. Entertainment equipment may be brought into the building subject to discussion and agreement with our Function Room Co-ordinator.
   2. Any electrical equipment must have a valid Portable Appliance Test Certificate.
   3. Any entertainment equipment or facilities required to be hired for Social events will be organised and managed by the Elphinstone Sports and Social Club Ltd who will invoice the Hirer for all such equipment and facilities hired.
3. **Health and Safety** 
   1. In accordance with The Elphinstone Sports and Social Club Ltd Licence the maximum capacity of the function room is 90 persons seated at tables and chairs or 200persons close seated/dancing including all performers, front of house staff, technicians and caterers.
   2. Fire exits and extinguishers are to be kept clear and visible at all times.
   3. In accordance with legislation, no smoking is permitted anywhere within the premises. There is a cigarette end dispenser located on the balcony outside the glass doors.
   4. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur.
   5. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
   6. The Hirer is responsible for ensuring that vehicles using the car parks are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.
   7. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
   8. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures including the location of the fire exits. **At the time of booking the Event and before the time that the event takes place you will be shown the Fire Exits and where the Fire Extinguishers are kept.**
   9. The Hirer is responsible for the conduct and behaviour of all people attending the event.
   10. The Elphinstone Sports and Social Club Ltd reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.
4. **Opening and closing the Function Room** 
   1. The Function Room will be opened and closed by either by a member of staff, our Catering Partner. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.

**Contact can be made to the club on 01424 429743, the staff will then pass your details to the Dave Pepper, Club Manager at the earliest possible time or send an email to Dave dave@elphinstonesportsandsocialclub.co.uk**