

# **Harpenden Conservative Club Ltd**

## **Function Room Hire - Terms & Conditions**

### **Cancellations**

Cancellation not less than 8 weeks before date of booking	- 50% refund
Cancellation 4 - 8 weeks before date of booking	- 25% refund
Cancellation 4 weeks before date of booking	- no refund

### **Conditions of Hire**

#### **Hirer's Responsibilities**

- The Hirer must be present throughout the function and be responsible for the behaviour of all guests.
- It is the Hirer's responsibility to see that only invited guests are allowed access to the premises and the function room. Persons banned from this Club will be evicted forthwith if they enter the premises irrespective of the fact that they may be a guest of the Hirer, even if this fact is unknown to the Hirer.
- The Hirer is held responsible for any damage cause by themselves or their guests and is expected to pay for any such damages when asked to do so by the General Committee.
- The responsibility for children and their safety lies with the hirer.

Children's events must be supervised by adults with a ratio of 8 children to 1 adult.

Parites for under 21 year olds are permitted only with adult supervision.

The Fire Exits must remain closed except in emergencies.

We are insured for up to 98 people.

### **Catering**

The kitchen can be hired if you wish to do your own catering. Please leave the kitchen as you found it. We do not arrange catering but can provide you with contact numbers.

### **Seminars and Conference Facilities**

We can provide a flip chart board. Any other facilities need to be supplied by the hirer or hired in. NB. The walls are not suitable for projecting onto so you would need a screen for any projections.

# Harpenden Conservative Club Ltd

## Deposit

A damage deposit of £100.00 is required at the time of booking. The deposit will be returned to you after the event and subject to inspection of the function room and kitchen (if used).

## Booking Times

The hall is available during these times:      Mon & Tue: 4pm – Midnight  
Other hours by arrangement.                      Wed – Sat: 2pm – Midnight  
Sunday:                                                      Midday – 3pm  
8 pm - Midnight

## Fees

Hall Hire		
Time	Non-Members	Members
Between 4pm – 12.00 midnight	£100	£50
Up to 2 hours during the day Up to 2 hours early evening Mon - Thurs	£30	£20
Corporate Events Please note that the charge for all corporate events is £100 irrespective of membership	£100	£100

<b>2<sup>nd</sup> Bar Staff</b> (Required if you have over 50 guests)	£35
<b>Kitchen Hire</b>	£20
<b>Cleaning</b> (NB You can do the cleaning yourself but if it is not done satisfactorily £20 charge will be deducted from your deposit.)	£20
<b>Damage Deposit</b>	£100

**All hire fees plus the deposit are payable in advance to secure your booking.**

## Contact Us:

To view the Hall and/or kitchen before hiring or if you have any enquires please contact us:

Secretary: 01582462 777	Harpenden Conservative Club
Steward: 01582 712 394	25 Vaughan Road
harpcnclub@btinternet.com	Harpenden
	Herts AL5 4EL

Pictures of the hall, Conditions of Hire and Booking forms are available on our website: [www.harpcnclub.co.uk](http://www.harpcnclub.co.uk)

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## Booking Form

### Hirer's Details

<b>Name:</b>	
<b>Contact Address:</b>	
<b>Phone No.</b>	
<b>Email:</b>	

### Function Details

<b>Function Type:</b>		<b>Date:</b>	
<b>Approx. no. of guests:</b> (max 98)		<b>Times:</b>	

<b>Hall Hire Charge</b> (please select from the Function Room Hire Terms & Conditions Sheet)			<b>£</b>
<b>2<sup>nd</sup> Bar Staff</b> (Required if you have over 50 guests)	@ £35	YES/NO	<b>£</b>
<b>Kitchen Hire</b>	@ £20	YES/NO	<b>£</b>
<b>Cleaning</b> (NB You can do the cleaning yourself but if it is not done satisfactorily £20 charge will be deducted from your deposit.)	@ £20	YES/NO	<b>£</b>

**TOTAL HALL HIRE CHARGES** **£.....**

**DAMAGE DEPOSIT** **£100.00**

**TOTAL** **£.....**

*Please make cheques payable to: 'Harpenden Conservative Club' and return with this form to:*  
*The Secretary*  
*Harpenden Conservative Club*  
*25 Vaughan Road*  
*Harpenden*  
*Herts AL5 4EL*