

# DEVIZES AND DISTRICT CONSERVATIVE CLUB

## **PLEASE READ ALL TERMS & CONDITIONS BEFORE SIGNING**

### Terms and Conditions

1. The Club will provide a clean & tidy room, all heating & lighting, use of toilets, furniture, bar services (if booked) and if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery. No under 14's in the kitchen.
2. The Club normally opens at 7.30 pm for guests although this time is flexible to suit; hire will normally end at midnight on Fridays and Saturdays. The room is to be cleared of decorations etc. at the end of the function; items (gifts, decorations, etc.) can be left in a safe place for collection the next day by arrangement with the Manager. Access times for bands, decorating to be arranged with the Manager.
3. The Hirer must accept responsibility for the behaviour of all those attending the function and to ensure that alcoholic drinks are not supplied to persons under the age of 18. Children must be supervised at all times.
4. The Hirer accepts responsibility for any damage to the Club property by any guest during the period of hire and to reimburse the Club, **over and above the deposit paid**, for the cost of repairing said damage. A £20 fee will be deducted from the deposit if excessive cleaning is required after the event. This will be charged if confetti, glitter etc has been brought into the club and has not been cleaned up by the hirer at the end of the event. Any vomiting will incur a £10 clear-up charge to cover the cost of the sanitiser pack and the person will be asked to leave.
5. The Hirer acknowledges that the Club is not liable for any death or injury or damage to property of the Hirer or their guests whilst on the Club premises.
6. All portable electrical equipment brought into the club is the responsibility of the owner and should be PAT TESTED. Any defective equipment that leads to any damage in the club during the period of hire, the owner will be responsible for reimbursing the club for the cost of repairing said damage. No candles or open fires permitted.
7. Smoking permitted in outside designated area only – this includes E-Cigarettes.
8. Noise levels must be contained to a reasonable level at all times.
9. The Hirer agrees to clear the Club by the agreed time and to leave the premises in a quiet and orderly manner.
10. **ALL** drinks consumed must be paid for at the time of supply. Alcoholic and non-alcoholic drinks purchased elsewhere than in the Club, must not be brought into the Club except if they are being offered as raffle prizes or in accordance with condition 11 below. Bottles awarded as raffle prizes must NOT be consumed on the premises.
11. The hirer may bring wines or champagne to the Club for consumption at a wedding/civil ceremony breakfast ONLY. All bottles are to be deposited with the Club Manager at least 24 hours before the function. Bottles will be chilled and opened by Club staff/Caterer. No other drinks are to be brought into the club as per condition 9. A corkage cost of £5.00 per bottle will be charged if Club staff required to serve, or £2.50 per bottle if self-service and if not paid at time of booking should be paid upon delivery of the bottles. Please ask for more details. Corkage is not available for any other type of function.
12. All persons booking/using the kitchen must obtain their own insurance against any accidents and hold the relevant required certificates. No cooking equipment is to be brought into the Club, if you need to cook or reheat food you will need to book the kitchen facilities. The maximum charge for this is £75.
13. **The hirer is responsible for ensuring all visitors are safely evacuated in the event of an emergency situation. In the event of a fire, the fire alarm will sound. If you discover a fire, please raise the alarm yourself. The nearest alarms to the function room are in the main club entrance in the foyer and by the function room fire exit doors. Please all leave the building immediately, not stopping to collect personal belongings, by the nearest fire exit. All exit doors can be used as escape routes. Other alarms are situated in the side entrance foyer and in the snooker room by the fire exit doors. When leaving the building please report to the assembly point in the shaded area of the main car park which is situated at the top of the main steps.**
14. **PLEASE NOTE FOR HEALTH & SAFETY AND INSURANCE PURPOSES THERE IS A MAXIMUM CAPACITY OF 200 GUESTS IN THE FUNCTION ROOM AND SEMINAR ROOM COMBINED. ANY BREACH OF THIS NUMBER WILL BE THE HIRER'S RESPONSIBILITY AND YOU WILL BE SUBJECT TO ANY CLAIM AS A RESULT.**