



The Woodside Park Club

## Hire Agreement

<b>Name: ("The Hirer")</b>	
<b>Contact Number:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Date Of Hire:</b>	
<b>Purpose Of Hire:</b>	
<b>Duration Of Hire:</b>	
<b>Number of Guests:</b>	

### Whats available to hire:

<b>Function Hall</b>	<b>Members Bar</b>	<b>As Advised Outside Area</b>	<b>Round Tables</b>	<b>White Table &amp; Stalls</b>

## **Terms Conditions and Regulations of Hire**

1. Southover Sports and Social Club are the acting agents on behalf of The Woodside Park Club.
2. Within the charge of the hire a fee of £5.00 is paid by the named hirer for a temporary membership of The Woodside Park Club lasting the duration of hire only.
3. The Function Hall/Members Bar will be opened by a member of staff, unless agreed otherwise.
4. The Function Hall/Members Bar is let out to the understanding that any member of staff is allowed entry at any time to any part of the hired area.
5. The hirer will need to provide proof of address and Identification at the time of booking, the items accepted as proof are as follows; Valid driving licence, Utility bill less than 3 months old, bank statement or credit card statement less than 3 months old.
6. The function hall holds no more than 150 seated guests and 200 standing guests, at the time of the booking as the hirer you must provide us with the number of guests invited, if this increases before the function starts then we will need to be notified, if the numbers exceed what's been suggested at anytime during the event, we have the right at anytime to stop the event and everyone will be asked to leave. You will also be liable to lose your security deposit too.
7. The times booked should be adhered to at all times or further charges will be applied.
8. Should the member of staff that opens the Function Hall/Members Bar, at anytime be of the opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking and not to be liable to pay any compensation.
9. Regular hirers must pay monthly and at the end of the month. A refundable deposit as stated is payable for all other bookings which will be given back after a full inspection of all hired areas. The

remaining balance must be paid 2 weeks prior to the day of the function.

10. A security bond of £100 will be payable at the time of the booking (at managers discretion for other hires) and this will only be refundable on satisfied inspection of the area used after the hire has ended.
11. All alcohol and soft drinks that is consumed on the premises are to be purchased from the Southover Sports & Social Club within permitted licensing hours. Any alcohol that is seen by a member of staff being consumed which hasn't been agreed by prior agreement.
12. To comply with the conditions of our licence; all fire exit doors are to remain closed at all times during the event, except in the case of an emergency. No persons may go onto the grassed areas; the playing fields, the children's park area, or bowling unless previous agreed by the management to the hall after 11pm.
13. In the event of the fire alarm sounding, leave the building immediately via the fire exits as indicated and remain in the car park until it is deemed safe to return.
14. It is an offence to serve alcohol to anyone under the age of 18. We operate challenge 25. At anytime a member of staff can ask for valid ID for any member of the event who looks under 25. Valid identification such as a passport or driving license will be accepted for proof of age and must be provided when asked for by a member of staff.
15. No member of staff will tolerate any member of the event who becomes rude or aggressive and has to the right to refuse to serve this person for the duration of the hire.
16. Last orders at the bar will be 11.45pm, the bar will close at 12pm. All forms of music will have to be off by 12pm. As the hirer it's your responsibility to ensure all the guests have left the building by 12.30 and all tidying up and cleaning has been done by 1am. If it goes over 1am the charges start at £30 and then doubles until everyone is out of the venue.

17. If required the hirer is responsible for all first aid and if required all security for the event. In the case an accident occurs, there is an accident log book that will need to be filled out which is situated in the members bar. At the discretion of The Woodside Park Club you to have security at the door, you will be liable to pay for this at the time of the booking. The limit set is 2 security people per 50 guests.
18. Music levels must be within limits set by the Woodside Park Club, the music limit monitor is situated at the back of the hall above the double fire exit doors. If the music level goes higher than the limit set, the power will cut and you will have to ask a member of staff to turn it back on.
19. The hirer will be responsible to over see all decorations that are displayed on any part of the premises and that they are to be put up with frog tape and taken down by the end of the hire. You will be responsible for any damaged caused by any decorations displayed.
20. Included within the hall hire are the trestle tables and chairs, you can use as many as you like of each however, as the hirer you are reasonable for any damaged caused to any of this items. The round tables are subjected to a fee, if they are used without prior agreement you will be invoiced once the hire has ended.
21. As the hirer you will be responsible to tidy up the hall after the event has finished but within the remaining time of the hire, you will be required to sweep the floor, stack the chairs back by the bar area, stack the trestle tables up against the wall behind the stage (for the round tables, the manager will explain). Any decorations that have been displayed on any part of the club premises will need to be taken down.
22. As the hirer, you are responsible to ensure that if the kitchen is used by yourselves or outside caterers that it is fully cleaned after use, including cleaning of all surfaces and the floor is swept and mopped. If outside caterers are bringing extra equipment, we will have to be informed as to what type of equipment they will be using as there are restrictions.

23. The Woodside Park Club accepts no responsibility for any form of outside catering or equipment used for the event.
24. The Woodside Park Club accepts no responsibility for any items left in the premises either prior, during or after the event has finished. This includes; catering utensils, disco equipment or gifts etc.
25. The Woodside Park Club accepts no responsibility for any loss or damage to property or injuries sustained from whatever cause whilst anywhere on the clubs premises or grounds.
26. Subject to availability you may use the car park. Vehicles are not to be parked in any areas that are marked out by cones or along the drive way. In the event of the car park being full there is ample parking along the side roads without any restrictions. No vehicles are to be blocked in, and not to park in front of the gated access for emergency vehicles.
27. If you are booking a children's party, the fee does not allow you to have access to the members bar. You have hired the hall for a set amount of hours, along with kitchen use, you do not have full access, as we have our Sunday morning cafe operating. You may also use the children's play area with adult supervision at all times.
28. As the hirer you will make every effort to ensure that your guests leave the premises within 30 minutes after the event has finished and that cause the minimum amount of noise in consideration to surrounding neighbours.
29. As the hirer you will be responsible for the cost of any damaged caused during the period of this hire. Evaluation of the extent of any damage caused will be at the absolute discretion of The Woodside Park Club.
30. Providing the children's play area is used throughout the duration of the hire, children must be under adult supervision at all times. The Woodside Park Club accept no responsibility for supervision or accidents that may occur.

- 31. As the hirer you are responsible for any inflatables or hired equipment used that they have all the relevant safety checks in place, insurance and up to date certificates.
- 32. Due to Covid-19 we ask that the hirer agrees to have their details recorded for the NHS Track & Trace for 28 days. If information needed to be passed onto guests then it would be done so by the hirer.
- 33. We also ask that all guests respect the current rules and regulations within the Woodside Park Club and have been put it in place for the safety of the guests and the members of staff. We ask that all guests follow.

**\*Please ensure that full payment of the above hire is made no less than 14 days prior to you're booking\***

**Declaration:**

I have read and agree to **ALL** the terms conditions and regulations set out for the Woodside Park Club and Southover Sports & Social Club;

Date:

Signature: (“Hirer”) .....

Print Name: (“Hirer”) .....

Signature:(“Manager or Staff”) .....

Print Name: (“Manager or Staff”) .....