

Function Room Booking form 2021



For further details please call: 01394 282633 or visit www.felixstoweconservativeclub.org.uk

Organisation (if applicable)					
Contact name					
Address					
Email address					
Telephone Number	Daytime:		Evening:		
Purpose Of Function					
Rooms Required	Main Room <input type="checkbox"/> Lounge Room <input type="checkbox"/> Both <input type="checkbox"/>				
Do you Require	Bar: <input type="checkbox"/> Wine Package <input type="checkbox"/>		Catering (Buffet only): <input type="checkbox"/>		
Are you bringing own wine?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	How many Bottles?		Total Corkage (£3 per bottle)	
Dates Of Hire	____/____/____ ____/____/____ ____/____/____ ____/____/____	____/____/____ ____/____/____ ____/____/____ ____/____/____	____/____/____ ____/____/____ ____/____/____ ____/____/____		
Times(including setting up and cleaning)	Time From		Time To:		Total number of hours:
Number Of People Expected					

FOR OFFICE USE ONLY			
Upstairs Room			
Upstairs Lounge			
Upstairs Bar			
Wine Package			
Corkage	£3.50 per bottle		
Catering			
Total Cost Of Hire		Booking Fee:	Date Paid
		Balance Due:	Date Paid
Security Deposit: £50 (card/cash)		Date Received:	
Deposit Returned Yes/No	Reason for Withholding:		

Terms and Conditions of Hire

Hiring: The booking is not confirmed until the hire fee has been paid.

Charges: Please see table on Page 3

Prices are exempt from VAT. Deposit to be paid by Cash or Credit/Debit card. Evening bookings start from 5pm.

Payment for the hire of the room must be in full before the use of the room.

Booking fee

A booking fee is required to confirm the booking of the Function Room, which will be deducted from the final bill. The booking fee is non-refundable. **The booking fee will cover the first 2 hours of hire.**

Security deposit

A £50 refundable security deposit is payable in advance; this will be returned in full subject to the Function Room, being left in a clean and tidy condition, no breakages having occurred. Anti-social behaviour will also result in the loss of the deposit. If the hirer fails to secure the building or activates the burglar alarm the hirer will be liable for a £40.00 deduction to cover alarm reset costs. The hirer will also cover any additional damage that may not be covered by the security deposit.

Cancellation

The booking fee will be refunded in full for cancellations made and received at least **28 days** in advance. A full refund will also be given if we have to cancel due to circumstances beyond our control. Cancellations must be in writing.

All losses or damages caused shall be the responsibility of the hirer. Costs will be deducted from the deposit and if such costs exceed the value of the deposit, the hirer remains liable to pay the full amount, which must be paid within seven days of hiring.

Catering Facilities

We offer a full buffet catering service priced as per individual booking. Outside catering is acceptable but there is no kitchen available for preparations.

Cleaning

It is the responsibility of the hirer to ensure that the room is left in a clean and tidy condition. All used table tops are to be cleaned, carpet hoovered and bin emptied. The club will provide a vacuum cleaner, bin bags and a check list for the hirer; **a charge of £20.00 will be made for any necessary washing up and cleaning.**

For an additional £30.00 we will provide a full cleaning service after the event.

Intoxicating Liquor & Smoking

No intoxicating liquor may be brought on to or consumed on the Conservative Club premises unless approved by the Conservative Club. The hirer shall not sell such liquor on the Conservative Club premises unless they have obtained all licenses for that purpose required by law. The Conservative Club premises are strictly no smoking.

Restriction of Access

Hirers shall have access to the particular room or rooms or grounds let to them; in addition wherever possible they may at no additional charge have use of the WCs.

Time Limits

No letting shall occur beyond 11.00pm unless agreed at the time of hiring permits later occupation.

Prohibitions

The premises shall not be used for any purpose which is unlawful or which is capable of bringing the Felixstowe Conservative Club or any of its staff into disrepute. **No decorations/adornments are to be applied to the flooring or the walls of the premises. The use of party poppers is strictly prohibited.**

Power of Revocation & Reservation

Felixstowe Conservative Club Ltd reserves the right to amend or revoke these conditions without notice and any contract for the hire of the Function Rooms.

Disputes

Any Dispute on the use of Felixstowe Conservative Club Ltd facilities or equipment shall be referred to the club Committee whose decision shall be final.

I have read and agree with the terms listed above and enclose payment for the Booking fee.

Signed.....Date.....

ROOM HIRE CHARGES - 2021

Room	Charge Details	Day Rate Applies	Rate
First Floor Main Function Room and Smaller Lounge Room			
Main Function Room (includes use of lounge room and bar)	Event over 3 hours	Evenings (after 6:00pm) Monday to Sunday	£130.00
Main Function Room (includes use of lounge room)	Event over 3 hours	Days (from 10:00 am to 6:00pm) Monday to Sunday	£100.00 (does not include a bar –additional £30 for an open bar)
Main function room only	Up to 3 hours	Evenings (after 6:00pm) Monday to Sunday	£35.00 per hour (does not include bar – additional one-off cost £30 for an open bar)
Lounge Room only – no bar	Event over 3 hours	Evenings (after 6:00pm) Monday to Sunday	£90.00
Lounge Room only – no bar	Event over 3 hours	Days (from 10:00 am to 6:00pm) Monday to Sunday	£75.00
Lounge Room only – no bar	Up to 3 hours	Evenings (After 6:00pm) Monday to Sunday	£25.00 per hour
Lounge Room only – no bar	Up to 3 hours	Days (from 10:00 am to 6:00pm) Monday to Sunday	£25.00 per hour
Ground Floor Lounge Bar Area (can be closed off for Private Functions)			
Lounge Area - Includes use of bar and dance floor	Event over 3 hours	Day or evening room hire	£130.00
Lounge Area - includes use of bar and dance floor	Up to 3 hours	Day or evening room hire	£40 per hour
<ul style="list-style-type: none"> • The function rooms are available for regular organised activities hired on a weekly basis. • Prices will vary depending on time/day room is required. • Please note we already have several regular bookings during the week and space is very limited. • Contact the club on: 01394 282633 or email info@felixstoweconservativeclub.org.uk for availability and pricing. 			