**Function Room Booking form 2021**

*For further details please call: 01394 282633 or visit* [*www.felixstoweconservativeclub.org.uk*](http://www.felixstoweconservativeclub.org.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation  (if applicable) | |  | | | | | | | | | | | | |
| Contact name | |  | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | |
| Email address | |  | | | | | | | | | | | | |
| Telephone Number | | **Daytime:** | |  | | | | | **Evening**: | |  | | | |
| Purpose Of Function | |  | | | | | | | | | | | | |
| Rooms Required | | Main Room  Lounge Room  Both | | | | | | | | | | | | |
| Do you Require | | Bar:  Wine Package | | | | | | Catering (Buffet only): | | | | | | |
| Are you bringing own wine? | | Yes:  No: | | | How many Bottles? | | |  | | Total Corkage  (£3 per bottle) | | |  | |
| Dates Of Hire | Select Date  Select Date  Select Date | | | | | Select Date  Select Date  Select Date | | | | | | Select Date  Select Date  Select Date | | |
| 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 Witholding: | | |

**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 be 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……Select 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 |
| * 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@felixstoweconservativecluub.org.uk](mailto:info@felixstoweconservativecluub.org.uk) for availability and pricing. | | | |