



# THE HEDGE END CLUB LIMITED

AFFILIATED TO THE CLUB AND INSTITUTE UNION -No. 12561R

4 BURSLEDON ROAD, HEDGE END, SOUTHAMPTON, SO30 0BR

TELEPHONE: MOBILE (07565) 592209  
Office: BOTLEY (01489) 797573  
VAT Regn. No. 188 3562 25

SECRETARY Miss J King  
Email – [office@hecadmin.co.uk](mailto:office@hecadmin.co.uk)  
Hall Hire – [hallhire@hecadmin.co.uk](mailto:hallhire@hecadmin.co.uk)

## CONTRACT FOR HIRE OF HALL

Date of Function.....Day.....Type of Function.....

Arrival time of Organisers/Caterers..... No. Of Guests.....

Guest arrival time.....Tea Urn.....Membership number.....

Name/Address of Hirer.....

.....

Home Tel..... Mobile..... Staff Booking.....

Email Address.....

**BY SIGNING THIS CONTRACT THE HIRER IS FULLY RESPONSIBLE FOR THE BEHAVIOUR OF THEIR GUESTS & THE COST OF ANY REPAIRS FOR DAMAGE. FOR FULL DETAILS REFER TO THE CONDITIONS OF HIRE AS BELOW.**

Signed.....Name.....

Date.....Accepted By.....

Outstanding balance £..... To be paid by.....



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## CONDITIONS OF HIRE

1. On booking, a holding/security deposit will be taken. This will be returned after the event providing that the club has suffered no loss or damage to club equipment or fixtures and fittings.
2. Full and final payment must be made 1 month prior to the function. If we do not receive payment then the function will be considered to be cancelled.
3. A full list of First Names and Surnames of all guests must be provided 2 weeks prior to function. Please ensure the list is typed and printed or emailed to the office.
4. If you wish to cancel the function we will require 1 months notice. If the appropriate notice is not given, you will be required to pay the balance in full.
5. If hiring the urn you will need to bring your own tea, coffee, milk and sugar.
6. No alcoholic or soft drinks are permitted to be brought into the Club.  
Anyone unable to show proof of age if requested may not purchase drinks.  
Anyone found purchasing alcohol for minors will be removed from the Club.  
Anyone found using or trading controlled substances will be reported to the Police and will be removed from the Club.
7. The Hirer if using their own entertainment must ensure that Smoke, Bubble and Foam machines are not used, and that the music stops at 11:00pm on Friday and Saturdays. Monday to Thursday at 10:30pm. Sunday at 6:30pm. Additional Entertainments ( eg Photo booths etc) must finish when the music finishes.
8. Non Club or CIU members attending the function have no right of access to other bars in the club.
9. The doors to the garden area must be closed by 9pm in accordance with our license.
10. The Hirer shall be responsible for ensuring that their guests are aware of the positions of the fire exits.
11. The Hirer shall be responsible for the behaviour of their guests at all times, also that the guests leave the premises in a quiet and orderly manner.
12. The Hirer shall be responsible for the cleaning of the hall and garden area at the end of the event eg: table and chairs to be put back in their original place, food, rubbish and decorations to be taken away. A cleaning fee of up to the deposit



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**amount will be imposed by the club if any guest is sick over the club furniture/carpets or flooring requiring extra staff cleaning.**

- 13. On the day of the function, if more guests than originally quoted for arrive, the club reserves the right to employ extra staff to cover. The hirer will be charged accordingly for this. NB – attendees not on the guest list may be refused entry.**
- 14. Decorations may be put up but only White Tack to be used. Glitter, Spray string and Confetti/ table confetti are not permitted.**
- 15. 18<sup>TH</sup> AND 21<sup>ST</sup> Birthday parties are not permitted on these premises.**

**Signed..... Name.....**

**Date..... Approved By.....**



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## For Office use only

Deposit Paid On..... Paid to date ..... Outstanding .....

Due on or before ..... Date balance paid..... Amount.....

## Return of Deposit:-

Hall Left Clean & Tidy?..... Any Special Cleaning?.....