



**Hall Hire Agreement**

Please read the Terms and Conditions of the hall hire before completing your details.

The Newtown Sports and Social Club is a Member's club and this must be respected at all times.

Terms of hire:

- Cost of hall hire is £75 for Members. This must be paid at least 1 month prior to the event.
- A deposit of £75 is required to secure the date you have requested, and must be paid at time of booking. The deposit will be returned after the event provided you have respected the terms of the agreement. Deposits will be lost if alcohol not purchased at the club is brought onto the premises. Any damage caused to the property or furnishings will also result in a loss of your deposit.
- Deposit is non-refundable upon cancellation of event.
- Your event is to be held within the main hall of the club and guests who are not members are not permitted to use the other rooms or facilities in the club
- Guests must behave and be polite to our staff, neighbours and other guests. You must provide us with a guest list at least 7 days prior to the event. This list must include full names and addresses of everyone you have invited.
- Please be sure to leave the hall as clean as possible, clearing all rubbish, returning furniture to where it was found, and the floor clean and swept.
- All rubbish must be removed into the bins provided.
- If a barbeque or buffet is held all remains of food are to be removed – indoors and outdoors – to the bins accordingly.
- You may decorate the hall, but Sellotape or sticky tape is not permitted. All decorations must be removed at the end of the night.
- You will not be able to purchase alcohol after the bar closes and guests must vacate the premises by 12 midnight in a quiet and orderly fashion (not including those cleaning the hall). Music can be played until the time the bar is licenced to.
- If the party is to be held on a Saturday night you need to be aware that after 9pm members will be entitled to join the main hall events unless otherwise agreed.
- Parties held on a Sunday afternoon must be finished and cleared away by 6pm.

Name of person responsible for hall booking:.....

Type of event:.....

Date of event:.....

Address:.....

Telephone no:..... Mobile:.....

DJ Required: YES/NO                      Door Staff: YES/NO                      Membership No:.....

Email address:.....

I have read and agree to the Terms and Conditions of the hall hire as set out above:

Signature of responsible person:.....

Signature of person accepting booking:.....Date:.....

Any questions or for further information please the club on 01243 823930