

# PARSONS PIGHTLE SPORTS ASSOCIATION

Parson's Pightle, Coulsdon Road, Old Coulsdon, Surrey CR5 1EE

Contact: PPSA Events Manager

Tel: 01737 553 042 Email: events@pjfrfc.co.uk

## Hire of Main Bar and Function Hall Booking Form

I / We agree to the attached Terms and Conditions for Hire on

Specify Function Date:			
Name			
Address			
Postcode			
Telephone Number			
E-mail Address			
Event to be held			
Booking time (Delete as appropriate)	7:00pm to 12:00 Midnight (£200)	7:00pm to 1:00am (£250)	_____ to _____ (TBA)
Hall Cleaning (Delete as appropriate)	I will clean the hall after the function (No additional cost)		The club is to clean the hall after the function (Additional £25)
Number of guests			
How did you find out about our facilities			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the reply slip with your deposit cheque for the sum of £150 **payable to PPSA**, to PPSA Events Manager, 300 King Henry's Drive, New Addington, Croydon, Surrey, CR0 0AA.

**THE BALANCE OF THE HIRE CHARGE TO BE PAID AT LEAST 28 DAYS BEFORE THE EVENT.**

<b>For PPSA use only</b>	Total Function cost	Booking Deposit paid	Damages Deposit paid	Balance paid	Damages deposit refunded
	£	£ Date:	£ Date:	£ Date:	£ Date:
	Number of bar staff required: (≤ 70 guests = 2no. / >70 guests = 3no.)		Number of door staff required: (≤ 80 guests = 2no. / >80 guests = 3no.)		

# TERMS AND CONDITIONS

## 1. DEFINITIONS

- 1.1 "Association" means Parsons Pightle Sports Association, Parsons Pightle, Coulsdon Road, Old Coulsdon, Surrey CR5 1EE and all employees and representatives.
- 1.2 "Organisers" means those persons entering into the hire agreement with the Association.
- 1.3 "Visitors" means those persons invited as guests by the Organisers
- 1.4 "Guests" means those persons invited as visitors by the Organisers
- 1.5 "Clubhouse" means the Association building, function hall, facilities, and all internal and external fixtures, fittings and decoration as provided by the Association.
- 1.6 "Premises" means the club house and all external areas around the Clubhouse including Parsons Pightle to the boundary with the Coulsdon Road
- 1.7 "Agreement" means these terms and conditions, and any amendments to these terms and conditions in force at the time of booking and the date of the function.
- 1.8 "Deposit" means an agreed sum of money paid by the Organiser and to be held by the Association.
- 1.9 "Fee" means the sum of money to be paid by the Organisers to the Association prior to the hire for the agreed/required services
- 1.10 "Penalty Charge" means a payment to be made by the Organisers to the Association not agreed prior to the hire
- 1.11 "Damage" means the result of an action or something done that has a consequence of the reduction of value, usefulness, or spoils the appearance

## 2. CONDITIONS OF BOOKING

- 2.1 All Organisers and guests shall comply with this agreement.
- 2.2 Unless specifically agreed, only the main bar, function hall and cloakroom facilities will be hired. The rear lounge bar does not form part of the hire.
- 2.3 All bookings must be confirmed at least 28 days before the event, at which time the balance of the hiring charge must be paid.
- 2.4 The bar will cease serving drinks and shut 30 minutes prior to the agreed hall hire finish time. For 18<sup>th</sup> Birthdays the bar will shut at 10:30pm
- 2.5 No bar or entertainment extension of time over those stated in these Terms & Conditions are available.
- 2.6 Bar staff and door staff will be provided by the Association. Organisers and their guests are not permitted to serve drinks from the bar.
- 2.7 Organisers are responsible for the conduct of all visitors and are liable for loss or damage to property.
- 2.8 For 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> birthday parties the organisers are required to provide the Association with a guest list prior to the start of the function. Only guests who are named on the guest list will be allowed entry into the clubhouse by the Association. All persons arriving for the function and not named on the guest list will be required to vacate the premises. The guest list presented to the association on the night shall be final and no deviations or additions will be allowed once the function has started.
- 2.9 Organisers are to contact the Association at least 7 days prior to the event to confirm the number of guests and the arrangements for the event.
- 2.10 For functions held for and on behalf of persons under the age of 21, at least three adults arranged by the organisers and aged over 25 must be in attendance at all times.
- 2.11 All decisions and requirements made and stated by the Association prior to and during the function whether stated or not within the agreement shall be final. All Organisers and guests shall comply with these.
- 2.12 The Association can not be held responsible for the loss, damage or injury of the Organisers, guests, and visitors or their belongings whilst on the premises.
- 2.13 Vehicles are parked on the premises at the owner's risk.
- 2.14 Strictly NO SMOKING allowed inside any part of the Club house

## 3. FEES

- 3.1 All cheques to be made payable to **Parson's Pightle Sports Association**.
- 3.2 The standard hiring charge for these facilities is;
- 3.3 £200 for an afternoon (hours agreed at the time of booking)
- 3.4 £200 for an evening (7pm to midnight)
- 3.5 £250 for an evening (7pm to 1am)
- 3.6 £150 non-refundable deposit of must be paid at the time of booking.
- 3.7 £150 additional deposit must be paid at the time of booking to cover any damages and breakages. In normal circumstances, with no damage incurred on the night, this deposit will be refunded.
- 3.8 £45 additional fee is charged for a further Bar Staff member where the guest numbers exceed 70.
- 3.9 £100 additional fee is charged for the cost of 2 Door Staff on 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> birthday parties.
- 3.10 £50 additional fee is charged for a further Door Staff member where the guest numbers exceed 80.
- 3.11 £25 additional fee is charged if you wish the club to organise the clearing up of the hall and cleaning after your function.

## 4. DAMAGE

- 4.1 Any and all damage to the Clubhouse and Premises by the Organisers, Guests and Visitors will incur a penalty charge required for the repair, replacement or cleaning of the damage and associated professional services required by the Association. This Penalty Charge will be deducted from the Organisers damages and breakages deposit.
- 4.2 Should the damages and breakages deposit not be sufficient to cover the Associations incurred costs, the Organisers will be responsible for payment to the Association for the outstanding balance of the money over and above the damages and breakages deposit to rectify the damage.

## 5. LICENSING LAWS

- 5.1 The requirement of the licensing law for private clubs must be observed, namely;
- 5.2 Strict compliance with licensing laws
- 5.3 No outside publicity
- 5.4 No ticket sales on the door
- 5.5 Only the organisers and their guests are permitted to use the facilities hired
- 5.6 Only persons aged 18 and over are permitted to purchase and consume alcoholic drinks on the premises.
- 5.7 No Alcohol to be brought to the function by any guest, entry will be refused to these people.
- 5.8 Alcohol brought on to the premises by guests will be confiscated and will not be returned. Alcohol brought by guests or persons on to the premises and not purchased from the clubhouse will not be permitted to be consumed in or on any part of the premises.
- 5.8 No drinks contained in glasses or bottles purchased from the club can be taken out of the clubhouse by any Organiser or guest at any time. This must be observed at all times.

## 6. DECORATIONS

- 6.1 Any decorations are only to be fixed with Blue Tack, no Sticky tape (Sellotape), drawing pins or staples. All decorations shall only be fixed to the walls.
- 6.2 Decorations to be taken down including the blue tack used to fix the decorations to the wall and tables and chairs to be stacked away in their original position.

## 7. ENTERTAINMENT

- 7.1 Organisers are to arrange for any entertainment to cease performing 30 minutes prior to the agreed hall hire finish time.
- 7.2 Therefore Organisers are to arrange for any entertainment to cease performing at 11.30pm or 12.30am depending on the hours agreed on prior to the function.
- 7.3 All entertainment which does not cease performing at these times will incur a penalty charge of £25 per half hour. This penalty charge will be deducted from the damages and breakages deposit.
- 7.4 The Association can not be held responsible for the attendance and performance of any 3<sup>rd</sup> Party Entertainment organised or recommended by the Association. All organisations, agreements and payments to any 3<sup>rd</sup> Party Entertainment is the responsibility of the Organisers.

## 8. RUBBISH DISPOSAL

- 8.1 If the Organisers have not pre-paid for the hall to be cleared and cleaned as 3.11 then it is the Organisers responsibility
- 8.2 Organisers must ensure that the premises are left in a clean and tidy state and accordance with 6.2, 8.3, 8.4, 8.5. Failure to do so will incur cleaning penalty charges of £25 which will be deducted from the damages and breakages deposit.
- 8.3 Crockery, serving dishes and cutlery used are to be washed and put away and the kitchen is to be cleaned thoroughly if used.
- 8.4 All Rubbish to be put in plastic sacks for disposal. All rubbish plastic sacks containing rubbish are to be placed in the refuse bins outside the club.
- 8.5 All litter left on the premises produced or created by the organisers or guests must be cleared.
- 8.6 All rubbish plastic sacks containing rubbish, and any litter on the premises must be placed in the external refuse bins provided.

## 9. CONDUCT

- 9.1 Organisers are responsible for the conduct and behaviour of their guests and visitors
- 9.2 All visitors must leave the premises and grounds quietly. Consideration must be given to the local residents. Visitors must wait for taxis, etc in the car park.

## 10. MEMBERSHIP

- 10.1 Acceptance of the application for hire of the Club House will also constitute acceptance of the applicant named below as an associate member of the Association for the remainder of the current financial year. Members are subject to the Rules of the Association and are responsible for ensuring that Visitors attending the Club premises as their guests strictly observe those Rules and all emergency procedures. Members must not leave the premises before their guests.