

## CONDITIONS OF HIRE

1. The function room has a maximum capacity of 130 people seated or 200 standing which must not be exceeded.
2. The booking charges will be based on the attendee number supplied at the time of booking. If the actual number of attendees is more than the booked figure then the higher rates will be charged if it is over 70 (but there is no guarantee that extra bar staff will be available).
3. Guests are not allowed to enter the Club bar (upper bar) area unless accompanied by a member of the Club.
4. Only drink bought on the premises may be consumed on the premises. **If you wish to purchase your own wine/champagne then this must be agreed in advance and a corkage fee will apply.**
5. For evening events with alcohol a 'good behaviour bond' of £100 will be required with the balance payment **at least one calendar month** before the event. If there is no damage to the Club's property, no additional cleaning is required after the event and no other costs are incurred then this will be fully refunded.
6. Bookings will NOT be taken for 18<sup>th</sup> birthday parties.
7. A list of **non-members** attending the function must be provided **at least 48 hours** before the function. This can be provided in writing at the club bar or via email to [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com).
8. The Club has the right to ask for proof of age and identity of young adults purchasing alcohol. This policy will be applied to anyone who looks under 25 years of age.
9. Any damage to the premises will render the hirer liable for the costs.
10. Staff on duty have the right to stop the function and close the hall if they deem that behaviour is of an unacceptable standard. (e.g. excess noise, drunkenness, under-age drinking, verbal or physical abuse). In this event hire fees will not be refunded.
11. The hall must be vacated within 20 minutes of the event End Time to allow staff to close and lock up. Beyond this time a minimum of one hour hire at the basic rate will be charged.
12. Details of any caterer being used must be provided at least 48 hours before the function. This can be provided in writing at the club bar or via email to [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com). The club does not take responsibility for any aspect of catering other than the bar.

## ADDITIONAL SERVICES

The following services are available at additional cost:-

- Room set-up with a maximum of 13 round tables (each can seat 8 people comfortably, 10 maximum) and up to 6 oblong tables and an 8' by 12' stage if required. The maximum room configuration is quite crowded so we recommend fewer tables.
- Tablecloth hire including laying out and laundry.
- Champagne/wine glasses and corkage for your own champagne or wine.

You will have to organise other requirements such as cutlery, chair covers or decorating yourselves. If you need to set up the room before your event the only way to guarantee access is by booking it. Otherwise it is subject to availability.

## FEES

Service	Fees
Basic Room Hire without Bar*	£10 per hour
Room Hire with Bar (up to 70 attendees)*	£20 per hour
Room Hire with Bar (over 70 attendees)*	£30 per hour
Room Hire with Bar After Midnight (up to 70 attendees)*	£30 per hour
Room Hire with Bar After Midnight (over 70 attendees)*	£50 per hour
Room Setup and Clearance by our staff – under 70 attendees	£15 per booking
Room Setup and Clearance by our staff – over 70 attendees	£20 per booking
Cancellation fee if within one calendar month of the event	£10 per hour
Tablecloth Hire (per table)	£7.00
Corkage (per bottle)	£3.00
Hall audio-visual equipment hire	£25.00
Portable PA system (with microphone)	£25.00
Refundable Good Behaviour / Damage Bond (Evening events with alcohol or at the committee's discretion)	£100 per booking

(\*These include bar staff where applicable and standard cleaning)

The fees are subject to change. The latest fees will be on the club website.