

EAST HASTINGS SEA ANGLING ASSOCIATION

Terms and Conditions for Hiring the Function Room

1. To hire the function room, the person/persons must be a member of EHSAA.
2. The hire fee must be paid in full two weeks before the date of hire. When booking your event, a deposit of £20 will be taken to secure the date.
3. A further deposit of £100 will be taken against any damages or excess cleaning that might occur on the night of the event. In exceptional circumstances, further charges may occur. This will be refunded in full if there have been no issues. If, however, you decide to cancel your booking, you must give at least two weeks' notice, otherwise 50% of the deposit will be charged for any inconvenience to EHSAA. The booking will not be confirmed until this deposit has been received.
4. The building will not be hired exclusively, as EHSAA has a policy that members can always access the building. Our function room area will be yours exclusively, but the bar area will remain open.
5. Staff will try to accommodate your requests as much as they can to make your event run smoothly on the day.
6. EHSAA is a family friendly club, but it is the responsibility of the person who hires the room, to ensure that their guests and children behave in an appropriate manner whilst attending the event.
7. There is a zero tolerance to any abuse to staff, if this occurs or there is an altercation between guests, they will immediately be asked to leave the premises and, according to the severity of the incident, the police may have to be called.
8. We have a corkage policy allowing 5 bottles of wine/champagne to be brought to the event at £15 per bottle. Any refreshment that has not been purchased at the bar, or approved for corkage, will be confiscated and disposed of.
9. We are happy for you to decorate the room prior to your event, however, please ensure that no blu-tac or tape is stuck on the painted walls and is restricted to the wood only. Also, no candles may be put on the tables. Access is available from 3pm, unless otherwise agreed by arrangement.
10. Please ensure at the end of the event that the room is left as it was found.
11. Any items left overnight must be collected by 10am the next morning, to allow members to use the function room area. EHSAA takes no responsibility for any items that are misplaced or go missing.
12. You are welcome to use No9 Catering (our in-house caterers) for your event, or to arrange your own. However, no outside catering can be accepted for events before 3pm.

APPLICATION FOR HIRE OF FUNCTION ROOM

YOUR DETAILS (PLEASE USE CAPITALS)

Today's Date _____

Forename _____ Surname _____

Title: Mr/Mrs/Miss/Other _____

Address _____

_____ Postcode _____

Telephone(s) _____

E-mail _____

Date of Function _____

Nature of Function _____

Time of Start and Finish _____

Estimated number of people attending _____ (we need to know this to arrange adequate bar staff)

PRICES AVAILABLE ON REQUEST

Please contact us for details:-

Email: office@ehsaa.co.uk

Tel: 01424 426644

Total Enclosed £ _____

PAYMENT METHOD

Cash ☐

Cheque ☐

Card ☐

BACS ☐

Sort Code 09-01-54

Acc No. 37376087

By signing below, you agree to the appropriate charges in connection with this booking and confirm that you have read and understood the attached terms and conditions of the booking.

..... Signature