

The hire charge includes the cost of bar staff and 1 hour staff clean up time.

**CONDITIONS OF HIRE:**

Burghfield Community Sports Association (BCSA) is a private members club. The Management & Committee of the club have absolute discretion to accept or reject any application for the use of the club premises.

1. Confirmation of the booking must be made within 14 days, failing which the Management reserves the right to re-let the said room for hire. In order to confirm your booking, a completed application form must be returned to BCSA.
2. Room bookings and balance of hire charges are required 2 weeks prior to the date of hire. The Management may, at their discretion, waive this requirement.
3. A returnable deposit of £150 (For 16<sup>th</sup>, 18<sup>th</sup> & 21<sup>st</sup> birthday parties see below) must be paid upon completion of the application form and will be set against:
  - a) A minimum £50 cancellation fee if booking cancelled within 2 weeks of the event. The Management accept no responsibility for cancellations caused by circumstances beyond their control.
  - b) Any damages or acts of violence or additional clean-up required, as a result of the use of the premises by the hirer, or guests of the hirer, and shall be forfeited in whole or part should this occur. Should the cost of damages/clean-up exceed the value of the deposit the hirer will be billed accordingly.
4. The named hirer (or designated alternative) must remain on the premises until the function ends.
5. The hirer shall be responsible for ensuring that their guests conduct themselves in accordance with the rules of the Club and the hirer will accept the decision of a member of the Club Committee on any disciplinary matter.
6. The Club, Committee or Management will not be liable for any injury, damage or loss sustained by the hirer or their guests whilst on Club premises.
7. All current Fire Regulations must be observed and at no time must the Fire Exits be obstructed.
8. All finishing times, as agreed with the Management at time of submitting the application form, are final.
9. In the event that the Management becomes aware that drinks, not purchased in the Club, are being consumed at a function the Bar facility will be closed immediately and hirer and guests may be asked to leave the Club premises. With the exception of toasts at wedding receptions etc where corkage will be charged as appropriate.

**For 16<sup>th</sup>, 18<sup>th</sup> & 21<sup>st</sup> parties**

10. A returnable deposit of £300 must be paid (see point 3 for conditions of deposit return)
11. Hiring of the BCSA is done so at the Manager's discretion. If hired for this purpose we require that parents are present whilst the party is taking place.
12. A guest list **MUST** be supplied two weeks prior to the event and only guests listed will be permitted to attend.
13. Providing a minimum of 4 licensed door staff for events up to 100 guests & 6 for events over 100. (As requested by Thames Valley Police). The club can assist for an additional fee.
14. Hirers should be aware that bar staff will ask for ID if they are in doubt as to a person's age. The only ID that will be accepted is Proof of Age card, Passport or Driver's licence.

**The hirers' attention is drawn to the fact that he/she is responsible for conforming to the licensing laws, including the following:**

Providing door staff with list of guests attending (see condition 12 above).

Ensuring guests under the age of 18 years do not purchase or consume alcoholic liquor. It is illegal to purchase alcohol for and on behalf of underage people.

That the guests only use the facilities of the room(s) hired.