



TERMS AND CONDITIONS OF ROOM HIRE

1. GENERAL

We agree to hire out the rooms within The Venue on the following terms. These terms, along with the booking made via The Venue Manager or online booking system, constitute an agreement between the Hirer and Brackley Town Football Club.

Term definitions:

“We” and “us” means Brackley Town Football Club

The “Booking” means the booking as recorded on the on-line system

The “Room/Suite” means the particular area that the Hirer has chosen and we have agreed to hire out at The Venue.

The “Hirer” means the person taking responsibility for the hire of the room (s).

- 1.1. Hirers are permitted only to use The Venue as agreed and stated on the booking form. The Hirer shall not sub-hire or allow The Venue to be used for any unlawful purpose or in any unlawful way.
- 1.2. The Hirer must ensure that the information contained within the booking confirmation is accurate and does not contain any errors or omissions. We reserve the right to cancel the booking if any of the information is incorrect or misleading.
- 1.3. It is the Hirer’s responsibility to ensure that The Venue is suitable for their intended use. The Hirer should discuss any particular needs with The Venue Manager prior to making the booking to ensure that all requirements can be met.
- 1.4. Brackley Town Football Club does not accept liability for the loss of, or damage to any property belonging to Hirers or their guests/invitees. Belongings must not be left on site after the booking has expired.
- 1.5. Hire of the facilities at Brackley Town Football Club shall be at the discretion of the Management. Unacceptable behaviour will result in the loss of payments and a request to vacate the room.
- 1.6. If a Hirer contravenes any of the terms and conditions of hire, we have the right to cancel the booking or close down the event.
- 1.7. We may cancel any agreement if The Venue is rendered unfit or becomes unavailable due to unforeseen circumstances. In this instance we will attempt to reaccommodate the booking but cannot guarantee that this will be possible.
- 1.8. Due to the nature of The Club there may be times where last-minute Cup or playoff games need to be arranged. We do not have control over these matches. If your function/event has been booked for a date where a clash subsequently occurs we will endeavour to inform you as soon as the fixture has been set. All payments will be reimbursed in full.

- 1.9. For functions/events booked on a day with an afternoon football match the earliest entry time will be 6.30pm.
- 1.10. If using the car park facility all vehicles must be removed after the booking has finished and not left on site overnight. We do not accept responsibility for any damages caused to vehicles using the carpark.
- 1.11. Alcohol and soft drinks consumed on the premises must be purchased from The Venue. The Management reserve the right to ask all persons to leave the premises if alcohol purchased outside of the premises is found.
- 1.12. Animals, other than assistance dogs, are not permitted into The Venue or grounds.

2. COVID19

- 2.1. Whilst government Covid19 restrictions are in place these must be adhered to at all times. The Venue Manager will confirm the latest requirements with the Hirer 24 hours prior to the booking. If The Venue has to be closed and the event cancelled due to a local or national lockdown deposits will be refunded.
- 2.2. When they enter The Venue every member of the Hirer's party must scan the NHS QR code using their NHS COVID-19 app or provide their name, contact phone number, email or postal address details to the Hirer. In addition they must supply the time of arrival and where possible time of departure. Hirers take the responsibility for making sure the QR code is scanned or for keeping the above details for everyone present at their event for 21 days, as part of NHS track and trace system.
- 2.3. All Hirers must safely remove their own rubbish from the site.

3. BOOKINGS, PAYMENTS & DEPOSITS

- 3.1. Chargeable hire time will include all set-up and clearing up time. We reserve the right to make a charge for any extra (un-booked) time that The Venue is in use by the Hirer.
- 3.2. The costs for each room can be found on our BrackleyTownFC website under The Venue tab. [HERE](#)
- 3.3. A £100 non-refundable deposit will be taken upon booking unless your booking is scheduled within 30 days, in which case the full amount is payable immediately. If your booking is for less than £100 full payment will be due on booking. If the deposit is not received within 14 days of request, or by the date of the booking if that is sooner, the booking will be released
- 3.4. A £100 refundable damage/cleaning deposit will be taken upon booking. Any damages or cleaning charges incurred due to the event will be deducted from this deposit. Any balance will be refunded within 14 days of the event. If damages or cleaning costs exceed £100 action will be taken to gain compensation.
- 3.5. Full payment for the hire of the room will be due 30 days prior to the event. An invoice for the outstanding amount will be sent to the Hirer. In the event of non-payment within 14 days of request, Brackley Town Football Club retain the right to cancel the booking. Any payment already made will not be refunded.
- 3.6. Hirers shall leave rooms in the same condition that they find them. The Hirer shall report all breakages or items of damage to the Duty Manager. If extra cleaning or repair is required following an event the cost will be deducted from the damage/cleaning deposit.
- 3.7. If the booking is cancelled by the hirer within 30 days of the event there will be no refund.

- 3.8. Provisional bookings will be deleted after 14 days if a booking form, deposit and damage/cleaning deposit have not been received.
- 3.9. For regular Hirers who block book, an invoice will be raised for the month in advance, on the first working day of that calendar month. Bookings cancelled with fewer than 14 days' notice will be chargeable.

4. ROOM CAPACITY

The maximum number of people permitted in each area is:

The 1890 Room	40
Anne Leighton Room	32
The Venue Lounge Seated	160
The Venue Lounge Standing	400

5. CHILDREN & YOUNG PEOPLE

- 5.1. In the interests of safety, children will only be authorised in the room hired. They will not be permitted in any other areas except outside areas. Children must be supervised at all times to avoid accidents and disruption to other customers.
- 5.2. All children's parties are to be attended with the appropriate number of responsible adults. i.e. At least one adult for every 10 children.
- 5.3. Under 18's are strictly forbidden from drinking alcohol on site, despite the room being privately hired.
- 5.4. All 18 and up to 21-year-old birthday parties must use two registered door supervisors, employed by The Venue. These costs will be included on the room hire invoice and full payment will be due 30 days prior to the event.

6. SAFETY

- 6.1. Emergency procedures are displayed in each room. It is the Hirer's responsibility to familiarise themselves with these procedures, to inform all persons attending the event and to ensure that they are complied with. Fire exits must be kept clear at all times.
- 6.2. All members of the party/booking must adhere to The Venue fire procedures which are visible around buildings.

7. CONSIDERATION OF THE NEIGHBOURHOOD

- 7.1. Please remember that this is a residential area and therefore noise must be kept to a minimum when leaving the premises.
- 7.2. Discos can be provided by Brackley Town Football Club and payment will be required 30 days prior to the event. Private discos are permitted however there are strict guidelines for setting/closing procedures and specific noise level requirements that must be adhered to. The DJ must contact The Venue to discuss procedures. If the noise levels are abused Brackley Town Football Club has the right to end the disco/music/band entertainment without any reimbursement.

8. EQUIPMENT & DECORATIONS

- 8.1. Smoke machines are prohibited in The Venue as they set off the fire alarms.
- 8.2. Balloons are permitted but must be taken away from The Venue once the booking has finished. If helium balloons have been used on site, all helium containers must be removed from The Venue. A removal charge of £50 per cannister will be made if not taken away.
- 8.3. Only table decorations are permitted. Wall attached decorations are not permitted. Any damage made to the walls/furniture will be invoiced and immediate payment will be taken from the damage deposit.
- 8.4. The Hirer shall ensure that any equipment brought to The Venue is safe and in good working order and where appropriate displaying an in-date PAT sticker.
- 8.5. The Hirer shall not use any naked flames in The Venue. This includes candles.
- 8.6. No football boots, skates, blades, heeies, wheels, scooters are permitted inside The Venue. Any damage caused to the floor will incur an extra charge.

By signing these conditions, the Hirer (as named below) confirms their agreement to be responsible for this event. Please sign below as acceptance of these conditions and return with your deposit/payment. A duplicate copy is provided for your records. All members of the public attending meetings/functions at The Venue at Brackley Town Football Club undertake to do so at their own risk.

PLEASE NOTE THAT THIS IS A NON-SMOKING BUILDING. Smoking is prohibited in The Venue, including e-cigarettes