

# The Park Suite

## Brackley Town Football Club



### TERMS AND CONDITIONS OF HIRE

1. Brackley Town Football Club does not accept liability for the loss of, or damage to any property belonging to hirers of rooms or facilities.
2. Chargeable hire time will include all set-up time and clearing up.
3. Hirers shall leave rooms in the same condition that they find them when they arrive.
4. The hirer shall report all breakages or items of damage to the Duty Manager. Any breakages or items of damage to the rooms or property will be charged to the hirers. In the event of damage exceeding the deposit, action will be taken to gain compensation.
5. The maximum number of people permitted in the room must not exceed 120 seated or 150 standing.
6. Cleaning/Damage Deposits for the hire of the room will be £150.00. This can be provided in the form of a postdated cheque or credit / debit card number. Any damages or charges incurred during the event will be deducted from this deposit. Any balance will be refundable within 14 days of the event.
7. No Confetti, Party Poppers/Blasters are allowed to be used under any circumstances.
8. We allow Helium Balloons but we can not accommodate them in the venue over night as they trigger the alarm system. Helium canisters must be removed at the end of the party or will incur a £50 disposal charge.
9. A Deposit to secure the date for the room will be £50.00. A letter of confirmation will be sent on receipt of the deposit. This deposit to be deducted from the total invoiced amount. In the event of a cancellation the deposit is non-refundable.
10. Full payment will be required for Food or Buffet supplied by Brackley Town Football Club 7 days prior to the event booked.
11. Full payment for the hire of the room will be due 30 days prior to the event. An invoice for the total cost will be sent. In the event of a cancellation after full payment has been made, there will be no refund. In the event of non-payment Brackley Town Football Club retain the right to refuse entry.
12. Any errors/amendments or additions to the details on the invoice must be notified within 4 days of receipt of invoice. Brackley Town Football Club will not be responsible for any omissions or errors not notified. Payment of the invoice will be taken as acceptance.
13. Hire of the facilities at Brackley Town Football Club by organisations or individuals shall be at the discretion of the Management. Unacceptable behaviour will result in the loss of deposit and a request to vacate the room. If a deposit is withheld, the hirer shall be notified in writing within 7 days.
14. In the interests of safety, children will only be authorised in the room hired. They will not be permitted in any other area except outside areas where they must be supervised at all times to avoid accidents and disruption to other customers.
15. All children's parties are to be attended with appropriate responsible adults. One adult for every 10 children.
16. Emergency procedures are displayed in the Function Room/Bar. The Duty Manager will inform the hirer of the procedures. 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 if necessary. Fire exits must be kept clear at all times.
17. Please remember that this is a residential area and therefore keep noise to a minimum when leaving the premises.
18. Purchases of alcohol and soft drinks from the premises of Brackley Town Football Club is only permitted. Purchase of alcohol outside these premises is not permitted on the premises.

19. **Under 18's are strictly forbidden from drinking alcohol on site, despite the room being privately hired. Any underage drinking will result in the party being closed down with immediate effect by any member of our staff.**
20. All 16 and up to 21 year old birthday parties are to hire two door men/supervisors from an approved supplier arranged by Brackley Town Football Club. These costs will be included on the room hire invoice and full payment will be due 30 days prior to the event. In the event of a cancellation after full payment has been made, there will be no refund. In the event of non-payment, Brackley Town Football Club retain the right to refuse entry.
21. The room does allow decorations to be used but these must be cleared on the same day of the event/function. For hanging decorations, ONLY Blue Tack will be allowed.  
Any damage made to the walls/furniture will be invoiced and immediate payment will be required.
22. For functions/events booked on a match day the earliest entry time will be 7pm.
23. Due to the nature of The Club there may be times where last minute cup or play off games will be arranged. We do not have control of these dates. If your function/event has been booked for a date where this clashes we will endeavour to inform you as soon as the fixture has been set. All monies remitted by yourselves will be reimbursed in full.
24. Discos can be provided by Brackley Town Football Club and payment will be required 30 days prior to the event. Private discos are authorised however there are strict guidelines for setting/closing procedures and specific noise level requirements that must be adhered to. If the noise levels are abused Brackley Town Football Club has the right to end the disco/music/band entertainment without any reimbursement.
25. Disco and live entertainment must finish at midnight in line with our music license. All third party disco equipment must be taken away on the same day of the function unless other prior arrangements have been agreed with the Duty Manager.
26. 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 Brackley Town Football Club undertake to do so at their own risk.**

**PLEASE NOTE THAT THIS IS A NON-SMOKING BUILDING**

I agree to adhere to all conditions as stipulated above.

Signed by hirer .....

Signed on behalf of Brackley Town Football Club.....

January 2018.