



Hall Hire Terms & Conditions & Agreement Form v32

FUNCTION ROOM

Fridays & Saturdays

The following rates cover hire of the hall from with the bar from 7.00pm to 12.00pm.

Club Member (Full)

Fridays: **£95** Saturdays: **£145**

Existing Social Member (at least 6mths at time of booking)

Fridays: **£145** Saturdays: **£195**

Non Member

Fridays: **£195*** Saturdays: **£295***

(*includes temporary Social Membership – you **must** be a social member to hire the hall)

- You will have access to tables and chairs. If you want us to set up the tables and chairs there will be a setup fee of £25.
- Normally you can have access from about 5pm to set up any chairs, tables, disco, balloons etc. If you need earlier access, please ask and we'll do our best to help.
- **The bar opens at 7pm and closes at 12.00pm.**
- As we are in a residential area, **any music must finish by 11.30pm** at the very latest.
- **The room must be vacated by 12.30am, to comply with licensing requirements.**
- If you want the party to start earlier than 7pm, please add £30 per hour.

All catering must be supplied by our caterers, Flame Blue Catering, will be happy to fulfil your food requirements. Adam the caterer can be contacted on 07818589504.

- Provisional bookings are held for **10 days ONLY**.

We need a deposit of £50 to confirm a booking. You have a further 14 days in which to cancel; cancellations after this time will result in your deposit being forfeited, unless it is due to government restrictions. The balance must be paid at least 14 days before the agreed rental time. Deposits can be paid by BACS to Metro Bank, Sort Code: 23-05-80, Account Cheam Sports Club No: 43510150. **Please quote your reference number.**

- Cancellations made up to eight weeks prior to the booking will receive 75% of the amount paid excluding the deposit.
- Cancellations made four weeks prior to the booking will receive 50% of the amount paid excluding the deposit.
- Cancellations made within four weeks of the booking no refund will be forthcoming.
- In all cases monies paid may be held as a credit for a rebooking within one year of the original date of the event.
- Please note that the absolute maximum number of people allowed in the hall is 120 but we recommend anything from 40 to 100 as best.
- As the Hall is on the first floor of our building, we do not recommend use of the hall by disabled patrons who are unable to use stairs.



Cheam Sports Club
Peaches Close : Cheam : Surrey : SM2 7BJ
(T) 020 8240 3500

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Other Information

- **Please do not stick anything on the walls.** If you wish to hang posters or banners etc talk to the staff in advance and we will see if we can accommodate you.
- **Please do not throw confetti.**
- **We do NOT accept evening bookings for under 21`s Parties.**
- No alcohol may be brought onto the premises without permission.
- We only take bookings for children`s parties on Sunday afternoons.

Sundays

The following rates are hourly without use of the bar.

Club Member (Full) **£25**

Non-Member **£45**

If the bar is needed, please add an extra £20 per hour to the above rates.

- Provisional bookings are held for **10 days ONLY**.
- **We need a deposit of £20** to confirm a booking. You will then have a further 14 days to cancel; should you wish to cancel after this time your deposit will be forfeited

Weekdays

The Hall is normally booked every Monday, Tuesday, Wednesday & Thursday evenings. If you would like to make a booking for one of these evenings, please leave us details and we will see what we can do. The cost will be as for Saturdays.

THE MEETING ROOM

Available for meetings and small parties (not children`s parties).

The following rates are hourly:

Club Member (Full) **£20**

Non-Member **£30**

IMPORTANT!

Parking restrictions are in force from Monday to Friday. Any guest parking at Cheam Sports Club and intending to stay more than three hours should see the Manager on Duty who can extend the free period to cover the duration of the stay.



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Please note that you and your guests use the building, grounds and car park entirely at your own risk. We also strongly encourage you to ensure that all children are supervised at all times and recommend that they are not allowed on the balcony.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS

Signature _____

Full Name: _____ Date: _____

Address: _____
 Street Address

Town _____ Post Code _____

Phone: _____ Email: _____

Date of event: _____ Time of event.: _____ to _____

Nature of event: _____

Bar required

YES	NO
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 Catering required

YES	NO
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 Tablecloths - Speak to the caterers

Set up of tables & chairs require (£25 extra)

YES	NO
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Stage required (£25 extra)

YES	NO
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No of guests: Adults: _____ Children: _____

Membership card no: _____

Full	Social
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Date Deposit Paid		Amount	
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