



## Hall Hire Terms & Conditions & Agreement Form

### FUNCTION ROOM

#### Fridays & Saturdays

The following rates cover hire of the hall from 7pm to 12pm with the bar from 7pm to 11.30pm.

Club Member (Full)

Fridays: **£125** Saturdays: **£225**

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

Fridays: **£195** Saturdays: **£315**

Non Member

Fridays: **£245\*** Saturdays: **£415\***

(\*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. We do not supply tablecloths. If you want us to decorate the tables etc. to your specification with your decorations the fee is £100. Should you require them we have white chair covers at an extra cost of £80.
- 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 11.30pm.** You can have a bar extension to midnight at an extra cost of £30.
- 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.
- If you want the party to start earlier than 7pm, please add £30 per hour.
- Provisional bookings are held for **14 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. The balance must be paid at least 7 days before the agreed rental time (by cash, 'chip & pin' cards in person or by telephone Monday – Friday 10am – 5pm).
- 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.

**All catering must be supplied by our resident caterer**, who will be very happy to fulfil your food requirements etc.

Contact Classe Catering Ltd on 020 8395 8422 or [enquiries@classecateringltd.co.uk](mailto:enquiries@classecateringltd.co.uk).

Website: [www.classecateringltd.co.uk](http://www.classecateringltd.co.uk)

#### 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.
- **We do NOT accept evening bookings for under 21's Parties.**
- No alcohol may be brought onto the premises without permission.



**Cheam Sports Club**

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

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### Sundays (and Saturday afternoons until 4.30pm)

The following rates are hourly without use of the bar.

Club Member (Full)           **£25**

Non-Member                   **£40**

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

- Catering arrangements are as for Saturdays with the exception of Children's parties where you may bring appropriate food for the children but it **MUST BE CLEARED AWAY AFTERWARDS**. Black sacks can be provided.
- Provisional bookings are held for **14 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!**

**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.**



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

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**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS.**

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Nature of event \_\_\_\_\_

Bar Required YES / NO                      Bar Extn Req YES / NO                      Catering Req YES / NO  
 Set up of chair/tables req YES / NO (£25 extra)      Decorating with your decorations YES / NO (£100 extra)  
 Stage Req YES / NO (£25 extra).

No of Guests Adults \_\_\_\_\_ Children \_\_\_\_\_

Membership Card No \_\_\_\_\_ FULL / SOCIAL

Please return this form together with your deposit to the address below.

Cheques should be made payable to **Cheam Sports Club**.

Cheam Sports Club  
 Peaches Close  
 Cheam  
 SM2 7BJ