



THE ROOST

Terms and conditions of function room hire

The client – The person hiring the function room as detailed on the booking form

Guests – The client's guests, friends and other persons attending the event

Bookings

- Times of the bookings are detailed on the booking form. Booking times cannot be varied unless by mutual agreement at least 7 days before the event date.
- Bookings are for room hire, designated outdoor areas and parking only. Guests are not permitted in any other parts of the ground. If guests are found in unauthorised areas of the ground, including the football pitch and stands then they will be asked to leave.
- All bookings are made and accepted in good faith. We are not able to provide a function room for certain types of bookings – including but not limited to teenage parties. It is the Clients sole responsibility to ensure that we are fully aware of the type or party and age-range of guests.
- All items belonging to the hirer must be removed from the premises after the event. The club cannot look after or hold any items for later collection.
- All cars are parked at the owners risk, we will not accept liability for loss or damage to motor vehicles howsoever caused.
- The client is responsible to ensure that the total number of guests does not exceed the maximum stated on the booking form.
- Bookings made under false pretences will be closed down immediately
- Free of charge early access to a function room will be for setting up purposes for the client only. Guests will not be permitted access during this time. Early access is granted at the club's sole discretion and can be withdrawn at any time without notice or liability.
- The client is responsible to ensure that all guests comply with the law and all relevant statutory regulations including, those relating to fire precautions, entertainment and the licensing act. All such regulations must be strictly observed, and the client shall be responsible for the orderly conduct of any function, ensuring that there is no breach of the law by those attending the function.



Payment

- 50% of the hire & catering fee plus the full security deposit (£100) is payable at the time of booking. This deposit is non-refundable. The balance must be paid not later than 45 days before the date of the event.
- If payments are not made in time then we reserve the right to cancel the booking, no refunds will be made.
- Breakages deposits will be repaid by cheque within 14 days. The cheque can only be made out to the name of the original payee.
- Bar tabs during the event must be paid in advance. No credit will be given.

Noise

- We are committed to maintain the amenity of the local neighbourhood, for that reason the client or their guests must not cause excessive noise before, during or after an event. When in any outside area the client or guests must not shout, slam car doors, use horns or play music from any system.
- Function room staff will have complete and unconditional control over the volume of music or PA system. Failure to comply with requests to reduce the volume levels will result in the event being closed down without refund.

Alcohol

- We have a challenge 25 policy – please inform guests to bring photo id. Any person who, in the opinion of CAFC staff, may be under the age of 25 will be asked to show photo ID before they are allowed to purchase or consume any alcoholic drinks
- Any guest found purchasing alcoholic drinks for a person who cannot produce proof of age and is in the opinion of CAFC staff, under the age of 25 will be asked to leave the premises immediately
- No alcohol can be brought onto the premises without prior agreement. If guests are found to bring alcohol onto the premises, then the function will be closed down and the client's breakages deposit may be forfeit.
- Corkage fees will be applied at the clubs discretion.



Decoration & equipment

- No confetti/sprinkles/party poppers can be used on the premises
- No blue tac, sellotape or drawing pins are to be used when decorating the room. The club will provide you with non-residue white tac on the day.
- No smoke machines, candles or naked flames are allowed in the room

Food

- Guests may store ready-prepared food in our catering fridge, but may not cook or prepare food on the premises
- All guests must vacate the premises by the time specified on the booking form. Failure to do so will result in a charge of £120 for an extra hour
- If any of the terms of this agreement are breached, then the breakages deposit will not be refunded

Damage

- The client accepts full responsibility and liability for damage caused to property and equipment for the duration of the event, howsoever caused. The client's liability for damage is not limited to the breakages/damages deposit.

I have read, understood and agree to be bound by the terms and conditions

Signed

Print name

Date