

## Greenstead Social Club Venue Hire Terms and Conditions

This document sets out the conditions of hire to the hirer of the venue; all rules and conditions must be followed at all times and failure to adhere to the conditions set out in this document will lead to future hires being declined and retention of any venue deposits paid.

1. The hirer may provide their own decorations but ONLY blue tack may be used to stick them up. NO tape to be used as this damages the paint.
2. Venue damage deposit is refundable upon satisfactory checks by the manager on the evening.
3. Any damage will be documented and the damage deposit will be kept to cover these costs, where damage exceeds the deposit amount steps may be taken to recover the extra costs from the hirer.
4. Any booking fees are non refundable and in the event of you cancelling the hire you will not be entitled to any refunds however a change to an available alternative date can be made and we will transfer over the original booking fee. (Additional or change of services or times may lead to extra costs being charged)
5. All decorations MUST be removed at the end of the booking.
6. We ask if you have any balloons containing confetti please do not pop these as they can be disposed of by the venue.
7. Function One Entertainment liability waivers must be signed on their website prior to the booking taking place.
8. Function One Entertainment only act as the third party between the hirer and the venue any decisions made by the venue or the venue management are final.
9. Any incidents including violence and fighting are not acceptable and any persons involved will be asked to leave the venue, Failure to do so will lead to removal or the police being called.
10. Any incidents, threats, abuse and violence towards venue staff or Function One Entertainment staff will not be tolerated and could lead to the end of the booking and or police involvement.
11. The venue operates a strict challenge 25 policy and all guests are expected to carry a valid form of ID in case they are asked by staff to prove their age. Anyone lucky enough to look under 25 will be challenged and will not be served without valid ID.
12. If any persons is found to be giving alcohol to anyone under the age or believed to be under the age of 18 without valid ID will be asked to leave the venue.
13. Use of the kitchen is allowed to prepare and store food however the fryers are NOT allowed to be used due to risk of fire and burns. The kitchen must be left clean and tidy as found.
14. Hirers must provide their own black rubbish sacks for disposal of rubbish, food etc. The venue will dispose of the bags after in the bins.