

## FUNCTION BOOKINGS - TERMS AND CONDITIONS

### ROOM HIRE CHARGES FOR THE BOBBY LOW FUNCTION ROOM (inc VAT.) (Charges are for private use of the room - including tables and chairs)

#### ADDITIONAL COSTS

**Catering** - to be arranged with Café Source

**Bar Service** – Charge may apply

**Linen Hire** – £3.50 per table – arranged with Café Source

PRIVATE FUNCTION		PUBLIC	MEMBER
Monday to Thursday	Up to 4.30pm	£100.00	£80.00
	After 6.30pm	£100.00	£80.00
Friday	Up to 4.30pm	£100.00	£80.00
	After 6.30pm	£195.00	£156.00
Saturday	Up to 4.30pm	£125.00	£100.00
	After 6.30pm	£195.00	£156.00
Sunday	Up to 4.30pm	£125.00	£100.00
	After 6.30pm	£100.00	£80.00

**COMMUNITY and CLUB HIRE** – Contact - [enquiries@hillheadsportsclub.com](mailto:enquiries@hillheadsportsclub.com)

#### BAR SERVICE

- FUNCTION ROOM (Bobby Low Room) – MINIMUM 40 ADULT GUESTS, £40.00 CHARGE FOR UNDER 40 ADULT GUESTS
- SPORTS BAR (Yill House) - £60 HIRE CHARGE (Including bar service)

#### Provisional Bookings

- A provisional booking will be held for seven (7) days. We cannot hold multiple dates.
- Within this time we require a booking form to be completed and returned with full hire charge paid.
- If no form or hire charge is received then your booking may be automatically be released.

#### Confirmation of Bookings

- A full hire charge is payable within seven (7) days of a provisional booking being made.
- Your booking must be submitted on Hillhead Sports Club's official form.
- The hire charge is **non-returnable** when the function proceeds or, under the terms of cancellation below, is cancelled.
- No booking will be considered confirmed until the deposit is received.

#### Cancellation of Bookings

- If it is unfortunately necessary for an event to be cancelled less than 6 weeks in advance of the booked date, no refund of any fees paid can be made.
- Notification of cancellation must be made in writing.
- **Covid** – If Scottish government covid restrictions prevent an event taking place, it will be possible to change the date of a booking.
- If catering has been arranged and cancelled less than 6 days in advance of the booked date, no refund of any fees paid can be made.

#### Cancellation of Bookings by the Club or Café Source

The Club or Café Source may cancel the booking if:

- The Club or any part of it is closed due to circumstances outside its control.
- The booking may prejudice the reputation of or cause damage to the club or Café Source
- Information regarding the proposed event provided on the booking form is found to be incorrect.
- In such an event the Club or Café Source will refund any advance payment but will have no further liability.

## Catering

- All catering at Hillhead Sports Club is provided solely by Café Source Too. **No other catering providers will be permitted.**
- Payment for catering should be made directly to Café Source Too.
- Catering requirements are to be finalised and confirmed 2 weeks prior to the event. Once catering is confirmed, payment is required in full no later than 7 working days prior to the event.

## Alcoholic Beverages

No wine, spirits, beers or other alcoholic beverages may be brought into the Club for use by members, clients or guests for consumption on the premises.

## Waiver of conditions

No waiver of any condition in this agreement on any occasion by Hillhead Sports Club will be deemed to be a waiver on any subsequent occasion or of any other condition, which may be grounds for termination of this agreement.

## Children and Young Persons

- Hillhead Sports Club and Café Source welcome children and young people, particularly in family groups. However, the terms of our license **require under-18s to be clear of the function areas and bars by 10pm**. Please note there are no exceptions to this.
- PLEASE NOTE – The Club is a licensed premises and not entirely child friendly – It is the responsibility of the person hiring the room and not the club or Café Source to police and monitor the safety of children at an event. We ask that adults connected to the event are charged with this responsibility.**

## Licensing Hours

We are licensed to serve alcohol from 11am until 11.00pm from Sunday to Thursday and until midnight on Friday and Saturday.

## Challenge 25 Policy

In accordance with licensing legislation introduced on the 1<sup>st</sup> October 2011 Cafe Source Too operates a Challenge 25 Policy.

We ask all guests to be aware that staff have been instructed under the Challenge 25 Policy not to serve alcohol to any individual whom they believe to be under the age of 25 or to any person attempting to purchase alcohol for any person who they believe to be under the age of 25 unless they have requested, inspected and accepted acceptable proof of age. Please ensure that your guests are aware of this policy in advance of your event.

## Other Events at the Club:

There may be other events at the club on the same day as any function, including sporting fixtures, music events.

## Equipment

Where the Hirer wishes to bring their own equipment into the Venue, this will be discussed and agreed when confirming your booking. Hillhead Sports Club will accept no liability whatsoever for such equipment and will not be liable for any loss or damage to the equipment. Any equipment not removed at the end of the period of let will be treated as abandoned and may be disposed of by Hillhead Sports Club without compensation after all reasonable efforts have been made to advise the Hirer that the equipment has not been promptly removed. The Hirer warrants that all equipment to be brought into the Venue has been properly maintained and is in all respects safe to use; that operators have been trained in the use of said equipment and undertakes to provide sufficient fire extinguishers for use with this equipment. Where the Hirer wishes to utilise equipment belonging to Hillhead Sports Club this will also be discussed and agreed at the time of booking and the hirer may be liable to an additional charge.

Access for equipment is by steps only or by using the internal lift at a time pre-arranged with venue management.

The hirer is responsible for ensuring that no damage to the building results from equipment being brought in.

## Advertising and Merchandising

The Hirer, when advertising, shall not engage in or permit others to carry out the placing of publicity material on unauthorised sites or engage or permit others to engage in fly posting of any kind. Where any fly posted advertisement is drawn to the notice of the Hirer by Hillhead Sports Club the Hirer shall at his expense remove such material within 24 hours, whether or not such material was put in place by them or others.

Where the Hirer wishes to sell merchandise of any kind within Hughenden such sales may be subject to a fee and or commission charge at a rate to be agreed with Hillhead Sports Club. Hillhead Sports Club reserves the right to request that all merchandise sales are made at a point or points in the venue chosen by Hillhead Sports Club.

## Liability and Insurance

Any damage caused to the Venue or the fixtures and fittings thereof or to any mechanical or electrical equipment (except damage caused by Hillhead Sports Club, its agents and contractors) shall be the responsibility of the Hirer and any necessary repairs will be instructed by Hillhead Sports Club at the cost to the Hirer.

Hillhead Sports Club shall effect and maintain or procure that there is effected and maintained public liability insurance in respect of the Venue. In the event of a claim arising under such policy and to the extent of any sums recovered there under Hillhead Sports Club shall not pursue rights of claims for negligence or breach of contract against the Hirer.

Hillhead Sports Club shall also effect and maintain or procure that there is effected and maintained public liability insurance in respect of the use of the Venue, such insurance to be upon such terms and conditions and with such exemptions as Hillhead Sports Club shall in its absolute discretion agree with the underwriters from time to time.

All public liability insurance other than that provided under the above paragraph and all insurances against loss or damage to the properties and effects of the Hirer, its licensees, contractors, subcontractors and invitees or against injury, loss or damage suffered by any persons employed by them or to their property and effect respectively or against consequential loss suffered by them shall be the responsibility of the Hirer or other persons affected (but no so as thereby to impose any obligation to effect such insurance) and the Hirer shall indemnify and keep indemnified Hillhead Sports Club on demand against all claims which may be made against Hillhead Sports Club in respect of any such matter save only injury, losses or damage caused by or arising out of the negligence of Hillhead Sports Club or its servants or agents.

Hillhead Sports Club shall if requested provide the Hirer with details of the amount and extent of the cover provided by insurances and the Hirer shall be deemed to have full notice of such cover and shall comply with terms and conditions of such insurances in every respect.

Hillhead Sports Club shall not be responsible to the Hirer except to the extent of any cover afforded by any insurances for any damage or injury which may be done to the Venue, or be suffered by any persons (other than liability for personal injury or death), goods or property for the time being in the Venue or any loss consequential upon the same whether by reason of any act or omission of Hillhead Sports Club or of any other person entering upon the Venue or by reason of defective working, leaking, stoppage or breakage of any pipes, wires, appliances, apparatus, machinery or other services or by reason of fire, flood or explosion or other cause.

## Other

The person making a booking is responsible to Hillhead Sports Club for any damage caused by his/her guests/agents/employees.

Appropriate footwear must be worn at all times at events. **(Strictly no bare feet)**. Hillhead Sports Club will not accept liability for any injury caused if no appropriate footwear is worn.

Hillhead Sports Club will not be held responsible for any personal items lost after a function, or for any items left at the Club, unless the items have been given to a member of staff for safe keeping with their agreement, or we have agreed by prior arrangement to store certain items.

## And last ...

**Hughenden sits in the midst of a residential area. We ask that full consideration is given to the right of local residents to peace and quiet. Hirers are responsible for ensuring that their guests leave the premises on time and in a quiet and orderly manner.**