Lordswood Sports and Social Club

The Club House, North Dane Way, Lordswood, Chatham, Kent ME5 8YE
Tel No 01634 669138 Email: office@lordswoodssc.co.uk

Childrens Party / Baby Shower / Gender Reveal booking form

Please complete and return to the club office or to the bar

Hall hire to members only
£75 charge

SUNDAYS ONLY - Bar will be closed for these events

(Any adult over the age of 18 wishing to purchase alcohol is welcome to use the members bar)

	PLEASE COMPLETE THE INFORMATION BELOW
Membership Number	
Contact Name	
Contact Telephone Number	
Contact Email address	
Date Required	
Estimated number of guests	
Start time	
Finish time	
Unlimited Tea/Coffee £35 payable at time of booking	YES NO

If you require catering please contact Chloe or Emma
01634 669138 – office@lordswoodssc.co.uk
A £80 waiver is payable 2 weeks before your event if you are bringing in outside food

I have carefully read the Terms and Conditions of hire and agree to abide by the Club Rules

Signed …… Date……

TERMS AND CONDITIONS OF HIRE

1. **To hire the hall, you must be a member of LSSC Ltd.**
2. **As a private members club, the function room is also open to members.**
3. **As the hirer of the hall, you are responsible for all of your guests.**
4. **All drinks must be purchased from the premises. Bringing in your own drinks will result in your event being closed down.**
5. **No confetti/confetti balloons or cannons are allowed to be used in the function hall.**
6. **Persons under the age of 18 years will not be served alcoholic drinks from our bar. ID required. Any underaged drinking will result in your event being closed down.**
7. **All food must be purchased from the premises. All food for functions must be supplied by our in-house catering, unless a £80 waiver has been paid to supply your own food.**
8. **If you are providing your own food or are using external caterers we are unable to offer food storage on the day of your event.**
9. **At the end of the evening please clear away any left-over food in the black sacks provided. Important: Health & Safety Recommendation. Food should only be left out at room temperature for a maximum of 4 hours. Should it be left out for a longer period this is at your own risk.**
10. **No smoking, e-cigarettes or vaping is allowed in the clubhouse or outside the Club's main entrance. You will be refused service for using e-cigarettes and vapes in the clubhouse. The Club has a smoking area on the patio, which is accessed by the door in the entrance area – NOT THROUGH THE MEMBERS BAR.**
11. **No drinking on the dance floor for safety reasons.**
12. **Children must always be supervised by their parent or guardian who should be over the age of 18.**
13. **For safety reasons you must ensure that any pram or pushchair does not obstruct any fire exit.**
14. **Verbal or physical abuse to any member of staff or committee may result in prosecution.**
15. **24-hour CCTV is in operation inside and outside the clubhouse.**
16. **All persons using the car park do so at their own risk.**
17. **IMPORTANT NOTICE 18th BIRTHDAY PARTIES - if we agree to hold an 18th birthday party Special arrangements will be made. Wrist bands will be issued to anyone over the age of 18 who can provide ID. Anyone without a wristband will not be served. Security door staff will be required, the cost of which will be paid for by the member hiring the hall (£100.00)**
18. **At the end of the evening please take down any balloons/decorations and leave hall in a reasonable condition.**
19. **ANY PERSON NOT ABIDING BY THE TERMS AND CONDITIONS OF THE HIRE OF THE HALL OR RULES OF THE CLUB WILL BE ASKED TO LEAVE THE PREMISES AND THE FUNCTION MAY BE CANCELLED.**

Please introduce yourself to the Bar Manager/Bar Supervisor on the evening of the event, just in case there are any problems.

We thank you for booking the hall and on behalf of the Committee/Management and Staff we hope you have an enjoyable evening.

I have carefully read the Terms and Conditions of hire and agree to abide by the Club Rules.

Signed……. Date……