



HRBFC

Hampton & Richmond Borough Football Club LTD Hammond's Bar

Beveree Stadium, Beaver Close, Hampton, TW12 2BX



Hammonds Bar Booking Form

Date of function: _____ Time Start required: _____

Nature of function: _____

Number of persons invited/expected: _____ (Max 65 for sit down meal, 120 Buffet Style)
**please note as in terms and conditions of hire private events are not to be publicised on social media web-sites*

Requirements to be provided by Hammond's

Item	Item Required	Cost
Bar (with Staff)		
Function Room		
Buffet *		
Disco (DJ & Lighting) (Start Price £180)		
Live Entertainment (Band etc)		
Other item		

*Menu to be discussed/confirmed, DJ to be paid separately from total cost

Items being provided by hirer

Item	Item to be supplied by hirer
Food (Please State type)	
Disco/DJ **	
Live Entertainment **	
Other (please state)	

** Proof of insurance and Electrical testing of equipment will be required

Hire Total Cost: £ _____

Hirer Contact Details

Name: _____

Address: _____

Postcode: _____

Home Telephone: _____ Mobile: _____

e-mail: _____

Payment Details

I enclose £ _____ deposit as a non refundable deposit for the hire of Hammond's bar

- Cash *Please do not send cash in post*
- Cheque Please make cheques payable to "Hampton & Richmond Borough Football Club"
- Credit/Visa Card Can be paid over phone or in person at Hammond's

I agree the balance of £ _____ will be paid prior to the start of the event

Signed: _____ Date: _____



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Terms and Conditions for Hire of Hammond's Bar

Please read and sign below to confirm acceptance of the terms and conditions of hire, this must be signed before the event will be booked.

- "Hammond's Bar" shall refer to the premises at the Beveree Stadium, Beaver Close, Hampton, TW12 2BX referred to overleaf as Bar / Function Room
 - The Club shall refer to Hampton & Richmond Borough Football Club LTD
 - The hirer shall mean the person who books the event named overleaf and the person responsible for the event
1. The hirer agrees to pay the standard or any special offer charge as detailed overleaf
 2. Access to the premises for setting up/cooking etc shall be agreed between the Manager of Hammond's and the hirer
 3. The hirer shall pay a non-returnable deposit to be agreed by the Hammonds manager upon completion of this form to secure the desired function date, deposit will normally be £100
 4. Unless otherwise agreed with Hammond's Bar manager only drinks purchased on the premises may be consumed on the premises, persons bringing alcohol in will either be refused entry or must give up alcohol to a representative of the club or Hammonds bar, the club reserves the right to charge a fee for own alcohol brought onto the premises with agreement
 5. Hammond's bar will close at 11.30 pm for all functions, music or entertainment must also cease at this time. Please note the bar manager/supervisor reserves the right to close the bar or stop entertainment at any time.
 6. Hammond's Bar must be vacated by midnight
 7. In accordance with licensing laws no person under 18 years of age will be served or permitted to consume alcohol, proof of age will be required by persons under 25 years of age, Hammond's bar staff reserve the right to refuse service to anyone who cannot prove their age, persons under the age of 18 found to be consuming alcohol may be asked to leave the premises this includes those who may have purchased it for them
 8. Unless otherwise agreed only food purchased from or provided by Hammond's may be consumed within the premises
 9. The hirer is responsible for ensuring all guests are advised to book taxis before the end of the function
 10. The hirer is responsible in supporting our staff and volunteers in asking people to leave the premises quietly and to respect the needs of neighbours failure to comply with this could result in forfeit of the cleaning/damage deposit (as in item 21)
 11. Payment of £100 deposit secures your desired function date listed overleaf, booking dates will not be confirmed until deposit is paid
 12. The hirer is responsible for requesting receipts of monies paid in respect of this hirer
 13. Full payment is required before the start of the function (unless otherwise agreed in writing)
 14. A member of the Hammond's bar team will contact the hirer shortly before the event to confirm details
 15. A minimum of 2 working days is required to amend any changes to this booking
 16. 50% of the total cost is payable if the function is cancelled with less than 30 days before the function date. The full cost is payable on all functions cancelled with less than 14 days notice, appeals to this can be made to the bar manager who has discretion on refunds
 17. Rebooking of functions is at the full discretion of the Hammond's manager
 18. The hirer will not publicise openly private hire events on social media web-sites for example, but not limited to Facebook, Twitter etc. Doing so will be a breach of the terms and conditions and Hammonds reserves the right to cancel an event if found an event had been publicly promoted.
 19. Please note we do not hire our premises for birthday parties where the age is 12 – 25, any hirer who gives incorrect information on this booking will have the function cancelled possibly without notice, refund or compensation.
 20. Our staff and volunteers have the right to work in a safe environment without fear of abuse, aggression or violence being used against them. The club will seek to prosecute any person who commits these offences against our staff and volunteers. The event organiser is responsible for ensuring their guests behave appropriately
 21. A £50 cleaning/damages deposit must be paid at least 2 hours before the start of the function, this shall be returned within 7 days of the function, permitted that there is no excessive cleaning or damages to club property. This is at the total discretion of the club and Hammonds Manager.
 22. The hirer is advised, that if requested, the club will pass the details provided on this form to the police or other authority should there be any incident that requires investigation. We may also pre check details before a function booking is confirmed.

Please note that if there is any breach of these terms and conditions before or during the event the management reserve the right to cancel or close an event without notice, refund or compensation.

I confirm I have read and fully understood the terms and conditions of hiring Hammond's Bar

Signed: _____ (Hirer) Print Name: _____

Date: _____