

# FUNCTIONS

CONDITIONS OF HIRE

1. Proposals for the hire of facilities must be made on an Application Form and sent to the Functions Co-ordinator. Where a promoting organisation is named on the proposal, that organisation shall also be considered the hirer and shall be jointly and severally liable hereon together with the sponsoring member.
2. The room hiring charge must be paid in full at the time of application and no booking will be confirmed until payment has been received. Cancellation of an event within 1 month will be charged at 50% and within 14 days, no refund will be given.
3. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. The hirer shall indemnify the Club against any infringement of copyright which may occur during the hiring.
4. The sale of excisable liquor is the prerogative of the Club and is subject to the conditions of the registration in force at the time. No such liquor shall be sold during the hiring other than by the Club. Any liquor brought onto the premises but not purchased at the Club will be charged to the hirer at the full retail value.
5. All food and drinks consumed on Club premises must be purchased from the Club.
6. All conditions attached to the Music and Dancing Licence for the premises shall be observed.
7. Access to the facilities other than during the specified hours of hire is allowed by arrangement with the Functions Co-ordinator.
8. Access to the facilities other than those agreed to by the Club with the hirer is prohibited (other than for reasonable access, eg. toilets/changing rooms).
9. The hirer shall not sub-let any part of the facilities.
10. The Club reserves the right to refuse a booking for whatever reason.
11. The hirer is responsible for any damage to the facilities or to any property occurring during the period of hire (or whilst persons are entering or leaving the facilities) caused by any person present at or connected with the event for which the premises were hired.
12. The Club shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the facilities during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of electricity supply, leak of water, fire, government restriction or Act of God which may cause the facilities to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Club against any claim which may arise out of the hiring or which may be made by any person resorting to the facilities during the hiring in respect of any such loss, damage or injury.
13. The right of entry to the facilities is reserved to members of Ipswich Sports Club, the hirer and their guests only at any time during the hiring.
14. The hirer shall be responsible that good order is kept in the facilities during the hiring and the Club may, if thought fit, charge the hirer for any extra expenses incurred for engaging Police to preserve order prior to, during or after any entertainment or meeting at the facilities.
15. The Club reserves the right to put a stop to any entertainment or meeting not properly conducted.
16. No bolts, nails, screws, pins, sellotape, bluetack or other like objects shall be driven into any of the walls, ceilings or floors or other part of the facilities nor shall any placards or other articles be fixed thereto.
17. The hirer shall at the expiration of the hiring, or by prior arrangement with the Functions Co-ordinator, leave the facilities in a clean and orderly state. Failure to do so will incur additional charges.
18. Property of the hirer or the hirer's agents must be removed at the expiration of the hiring, or by prior arrangement with the Functions Co-ordinator. Any property remaining after the hiring will be charged for each day or part thereof until same is removed. The owner of the facilities accepts no responsibility for any property left on the premises after the hiring.
19. No flags, emblems or decorations shall be displayed outside or inside any part of the facilities without previous consent of the Club. The hirer shall remove any such item should the Club deem it to be unseemly or expose the premises to an undue risk of fire or is likely to lead to disturbance or a breach of the peace.
20. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with. The use of smoke machines is prohibited.
21. No additional lighting or extension from the existing electric light fittings shall be used without the previous consent of the Club. Any such extensions or other electrical equipment used by the hirer or the hirer's agents should be in correct working order.
22. The Club will not tolerate any violence or abuse towards any staff member at any time. Anybody exhibiting inappropriate behaviour may be removed from the premises. More serious episodes will be reported to the Police.
23. The hirer shall ensure that the maximum number of people attending the event does not exceed 120 or such other limit as the Club may prescribe from time to time.
24. The Club reserves the right to recover from the hirer any loss of revenue incurred as a result of the hirer not meeting in full the Conditions of Hire.
25. Please ensure you consider our neighbours and keep noise to acceptable levels. Failure to adhere may result in the immediate termination of the event without refund.

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26. Children under the age of 18 remain the responsibility of the parent and or the function organiser and are responsible for their safety and behaviour within the facility.
  - Parents must ensure that their children do not distract or disturb members of the Club.
  - Children over the age of 5 must use the appropriate changing rooms in the Clubhouse.
  - Nursing of children will take place in the appropriate changing room or baby changing facility. Nappies should be disposed of in the appropriate nappy bins and under no circumstances should be placed in the general waste bins.
  - Staff are not permitted to accept responsibility for the supervision of children at any time.
  - No person under the age of 18 may consume alcohol.
27. Keeping with the Club's tradition as a sports and health and fitness venue, the Club operates a no smoking policy (including the use of E-cigarettes) in all Club premises and grounds, the Indoor Tennis Centre, the Club Bar and social areas, and within the proximity of the Clubhouse doorways and Outdoor Tennis Courts. The Club will however permit smoking or the use of E-cigarettes outside, but only in the designated area.
  - When smoking in the designated area, smokers are asked to show consideration for non-smokers and to make sure they deposit cigarette or cigar ends in the wall ashtray box provided.

**I have read and agree to the Conditions of Hire of the facilities as agreed at Ipswich Sports Club.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_