



**APPLICATION FOR
FUNCTION ROOM HIRE**

NAME:

ADDRESS:

CONTACT TELEPHONE NO:

EMAIL ADDRESS

DATE REQUIRED:

REASON FOR HIRE:

DAILY RATE/HOURLY RATE (delete as applicable)

TIMES REQUIRED (hourly rate only):

EARLY BAR REQUIRED FROM (if applicable):

Please note that the daily rate of hire of the Function Room is from 9.00 a.m. to Midnight which includes use of the kitchen and of a licensed bar with bar staff from 7.30 p.m. to 11.30 p.m. If an earlier bar opening time is required there will be an additional charge.

If the Function Room is required during the day without a licensed bar the hourly rate will apply but if the bar is required there will, be an additional charge to cover the cost of bar staff.

SEE THE WEBSITE FOR CURRENT RATES

Please send your completed application form to:

Mr James Matthewson. 29 Waterloo Close, Horsham St Faith, Norwich. NR10 3JA

AMOUNT TO PAY.....£.....

Please indicate how you are paying by circling the method below

Cash	Cheque	Bank transfer of full payment :
To: Mr Matthewson	Made payable to:- "St Faiths Centre" Send to Mr Matthewson	Your reference: FUNCTION (followed by your surname)
		A/c name: St Faiths Centre
		A/C No: 03111143
		Sort code: 30 96 17

PLEASE NOTE THAT YOUR BOOKING IS NOT CONFIRMED UNTIL VALIDATED BY MR MATTHEWSON AND THE DEPOSIT OR FULL HIRE FEE HAS BEEN PAID.

DO NOT SUBMIT THIS FORM UNTIL YOU HAVE SPOKEN TO Mr MATTHEWSON AND CONFIRMED THAT THE DATE IS AVAILABLE

ST FAITHS CENTRE FUNCTION ROOM

Terms & Conditions

IMPORTANT: Please read this notice and ensure that it is brought to the attention of all those concerned. Please note the hirer of the hall is responsible for ensuring that the caterers work according to hygiene regulations.

- **PAYMENT:** A £50 Non-Refundable deposit is required with booking and the balance **MUST** be paid 30 days before your function.
- **FUNCTION ROOM:** is allocated at the back of the building, the car park is accessed by driving straight ahead from the main entrance gate all the way around the building.
- **ENTRANCE DOOR:** Please use the electronic card provided, please **DO NOT** lock yourself inside the building as this will activate the alarms: **YOU WILL ONLY BE ABLE TO ACCESS THE FUNCTION ROOM BETWEEN THE TIMES YOU HAVE HIRED THE HALL.**
- **LIGHTS SWITCHES:** Outside lights: the switch is located to the right of the entrance door behind the curtain. Inside lights: this switch is located near the doors behind the curtain on the opposite side of the room.
- **TABLES AND CHAIRS:** Extra tables and chairs are located in the store room – **PLEASE DO NOT DRAG TABLES AND CHAIRS ACROSS THE FLOOR**, tables and chairs taken from the storeroom must be replaced after the function.
- **CUTLERY AND CROCKERY:** Please note that we do not provide cutlery or crockery. This must be supplied by your caterer if required
- **DECORATIONS:** The rail around the room has been provided to hang decorations, please **DO NOT** stick anything on the walls (please ensure ALL helpers are aware), ALL decorations must be taken down at the end of the evening / function, especially balloons as these may activate the alarms.
- **FOOD:** Please dispose of all leftover food, paper plates etc – Please use the correct bins.
- **KITCHEN:** Please leave the kitchen in a clean and tidy condition. If you use the cooker please ensure it is left clean.
- **DRINK:** In the event of any drink being spilt, please see the bar staff straight away for a cloth as quickly as possible to avoid damage to the floor / slips etc. Any other queries please also see bar staff.
- **END OF FUNCTION:** Please switch off all lights, check the door is locked using the electronic card, and please put electronic card in the box on wall provided outside near the door. **PLEASE THINK OF OTHER PEOPLE IN THE NEIGHBOURHOOD AND LEAVE THE PREMISES QUIETLY.**
- **CHINESE LANTERNS:** The lighting and release of Chinese Lanterns anywhere on Centre Property is strictly forbidden.
- **PLEASE NOTE THAT ONLY DRINK PURCHASED AT THE BAR MAY BE CONSUMED ON THE PREMISES. UNDER NO CIRCUMSTANCES CAN YOU BRING YOUR OWN DRINK TO A FUNCTION. IF YOU WISH FOR DRINK WITH A MEAL OR FOR A TOAST WE CAN ARRANGE THIS FOR YOU. PLEASE ASK FOR DETAILS AND PRICES.**
- **HALL MUST BE VACATED BY MIDNIGHT AT THE LATEST**

CODE OF PRACTICE FOR HIRING THE FUNCTION HALL

- The hirer is entirely responsible for the function
 - Please make sure that the toilets are kept in an acceptable condition
 - The party takes place in the Function room only **NOT** in the lounge bar, this is for members only
- **UNDER AGE DRINKING** – If any guests look under-age, proof of their age will be asked for, if no proof is shown no drink will be served. In the evidence of **under-age** drinking the function will close immediately, with **NO** return of any money.
 - Rowdy or disorderly behaviour will **NOT** be tolerated
 - Please treat bar staff with the respect they deserve

Thank you