

ALBANY SOCIAL CLUB - ROOM HIRE TERMS AND CONDITIONS

<u>Room Maximum Capacity</u>		<u>Members Prices*</u>		<u>Non-Members Prices</u>	
Lounge (60 seated)	120 guests	Deposit	Room Hire	Deposit	Room Hire
		£200	£50	£200	£175
Concert (100 seated)	250 guests	£300	£100	£300	£250

Please note the following:

- In order to qualify for member's preferential prices*, you will need to have been a member with a current club subscription for the last 12 months. No room bookings on behalf of family members. Party bookings for members only
- We do not take children's parties, baby showers, Christenings, 18th birthday parties, Halloween parties.
- The room can only be held on receipt of your deposit. Please pay your deposit within 7 days of confirmation that the room is available.
- If you cancel, you will lose your deposit in its entirety if the room cannot be re-booked. If we cancel, your deposit will be refunded.
- We do not allow you to bring in your own drinks at all.
- Catering at the club is now done exclusively in-house by Sammy and you should contact her directly if required. Email sammyscaterincoventry@gmail.com or telephone 07850 175011. Catering can be provided by yourself, but no outside caterers are allowed. If you choose to provide your own food, we ask you to take full responsibility for observing food hygiene regulations for the time being in force and for any food borne illness arising out of your subsequent failure to do so.

Your deposit may be at risk if the actual number of attendees is significantly fewer than that declared at the time of booking, or if you do not adhere to the following rules :

1. No smoking or drug use. No underage drinking at any time.
2. For any room bookings -anyone barred will not be allowed in or served under any circumstances and not adhering to this could result in the deposit being lost.
3. No guests in the bar or snooker room at any time. Children must be supervised by an adult at all times.
4. Parties in the Lounge on a Friday and Saturday must reach 60 guests otherwise your deposit could be withheld.
5. No violent, abusive or threatening behaviour towards staff, committee, members or other guests
6. No wilful damage to furnishing and fittings. No decorations on the walls. Please use White Tack on woodwork only. No unauthorised use of club audio/visual equipment.
7. Table confetti, smoke or bubble machines and inflatables are not allowed.
8. Music must stop 15 minutes after the bar closes and the room must be vacated 30 minutes later.
9. All decorations, including chair covers, must be removed at the end of your function and rubbish put in bin bags, or taken away, so that our cleaners can clean the room the following morning. If you would like us to store anything overnight, at your own risk, please speak to a member of staff before your function.
10. Any deposit due to be collected will not be ready to collect till 7 days after the event date.

ROOM HIRE APPLICATION FORM

Name.....

Address

Telephone

Number.....

Email

Address.....

Albany Club Membership No (if applicable)

.....

Type of function

.....

Date of function

.....

Timings of function –

Start/Finish.....

Please let us know in advance if you will require access before the start of your event to decorate the room/set up. Sometimes you may need to wait for a previous event to finish before you can do this.

Please note that we cannot open the bar in the Concert Room before 7.00pm

Number of guests

expected.....

Catering (delete where not applicable)

- I do not require catering thank you
- I would like to use the club's in-house caterer

Signed.....

Dated.....

