**TERMS AND CONDITIONS FOR HIRE OF THE FUNCTION ROOM**

**FOR BUSINESS AND SOCIAL EVENTS**

Bookings of the Function Room at The Beacon Centre are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

**Bookings and cancellations**

Once your preferred date has been reserved, your provisional booking can only be held for 14 days. To secure your date an initial deposit is required which is the room hire charge of the room. The deposit is non refundable.

**Catering**

As the premises are licensed, the provision of alcoholic and non- alcoholic drinks from outside of the property, by you or your guests is not permitted under any circumstances. Our fully staffed bar will serve drinks from 7pm to 11pm, with a half hour ‘drinking up’ period until 11.30pm. (Times TFC for earlier functions)

You are able to book our function room on a room only basis. This means you have the flexibility of providing your own buffet or choosing one of our very sensibly priced menu options. Please note when providing your own buffet, you also need to provide disposable crockery and cutlery and you are required to leave the room tidy and free from any food waste.

The Beacon Centre and its catering partner accept no liability for food provided by the hirer of the function room.

If you do your own catering or have outside caterers, they must remove all equipment and foodstuffs, etc. when the party finishes. There will be an additional charge for access to the kitchen on the night of your party.

The party room will be available for you to re-arrange tables, arrange table decorations, banners or balloons, etc. from 2pm on the day of the event. Please only use blu tac to attach anything to walls or windows. We ask that you refrain from using candles or ‘table confetti’ as part of your decorations.

**Social Events Facilities**

 Entertainment equipment may be brought into the building subject to discussion and agreement with our Function Room Co-ordinator. Any electrical equipment must have a valid Portable Appliance Test Certificate. Music must stop at 11.30 and be packed up and have vacated the premises by Midnight.

In order to provide as little disruption as possible to the residents of Beacon Court, all guests and entertainers should have vacated the premises by Midnight.

Any children attending your function must be supervised at all times, particularly in the main corridor adjacent to the function room and bar.

**Health and Safety**

In accordance with The Beacon Centres Licence the maximum capacity of the function room is 120 persons.

Fire exits and extinguishers are to be kept clear and visible at all times.

In accordance with legislation, no smoking is permitted anywhere within the premises. There is a cigarette end dispenser located on the patio outside the glass doors.

The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.

The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures including the location of the fire exits.

The Hirer is responsible for the conduct and behaviour of all people attending the event. The Beacon Centre reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.

**Loss of equipment / breakages**

Please note any loss of equipment or breakages including damages caused directly by customers will be charged for, however we are aware that minor incidents such as a broken glass does occur in which case we will ensure cases are dealt with individually.

**Disclaimer**

Every effort has been made to ensure the accuracy of all information provided. The Beacon Centre does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

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**Date of event**:...........................................................................................................................

I *agree to the terms and conditions of hiring........................................... as stated above:*

*Signature of hirer: ………………………………………………………………………...*

*Name of hirer: …………………………………………………………………………*

*Date: …………………………………………………………………………*