



# **Bloxwich Memorial Club**

5 Harrison Street, Bloxwich, Walsall, West Midlands, WS3 3HP

01922 405757

## **CONCERT ROOM HIRE AGREEMENT**

### **THE BOOKING FEE IS NON-RETURNABLE UPON CANCELLATION OF HIRE**

**(THIS DOES NOT AFFECT YOUR STATUTORY RIGHTS)**

IF AN EARLY BAR IS REQUIRED THERE WILL BE AN EXTRA FEE TO BE PAID PLEASE ASK FOR DETAILS

**THE ROOM MUST BE VACATED BY 12:45AM AND LEFT IN A CLEAN AND TIDY CONDITION WITH ALL SURPLUS FOOD SUBSTANCES REMOVED.**

**FAILURE TO DO SO WILL RESULT IN YOUR WAIVER FEE BEING RETAINED,**

**AS THIS IS CONSIDERED A BREACH OF CONTRACT**

**ANYTHING THAT IS LEFT MUST BE COLLECTED BY 12PM THE FOLLOWING DAY.**

THE HIRER IS RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS AND FOR REPORTING ANY SPILLAGES TO THE STAFF TO REDUCE THE RISK OF ANY SLIPS OR FALLS.

IF YOU ARE PUTTING ON A SHOW AND SELLING TICKETS YOU MUST HAVE FULLY LICENSED DOOR STAFF, 1 DOOR PERSONEL PER 75 TICKETS SOLD, IF YOU HAVEN'T GOT THE REQUIRED AMOUNT OF DOORSTAFF YOUR SHOW WILL NOT BE PERMITTED TO TAKE PLACE.

IF YOU ARE PUTTING ON AN EVENT (e.g. WEDDING, BIRTHDAY PARTY) WITH

**200 PEOPLE YOU MUST HAVE 2 FULLY LICENSED DOOR PERSONEL**

**300 PEOPLE YOU MUST HAVE 3 FULLY LICENSED DOOR PERSONEL**

**350 PEOPLE YOU MUST HAVE 4 FULLY LICENSED DOOR PERSONEL**

IF YOU HAVEN'T GOT THE REQUIRED AMOUNT OF DOORSTAFF YOUR SHOW WILL NOT BE PERMITTED TO TAKE PLACE.

ALL DOOR PERSONAL MUST HAVE A VALID SIA BADGE.

IF ANYONE ATTENDING ANY EVENT IS BARED FROM THE CLUB THIS STILL APPLIES AND THEY WILL NOT BE PERMITTED ENTRY.

**IT IS THE PROMOTORS DISCRETION ON ANY REFUNDS FOR ANY SHOWS NOT THE CLUB.**

TRY NOT TO RELEASE ANY BALLOONS AS THEY TANGLE WITH THE CELING FANS CAUSING JAMMING OF THE BLADES AND THE RISK OF FIRE FROM THE MOTORS, PLEASE DO NOT THROW CONFETTI.

**PLEASE NOTE** YOU ARE HIREING THE ROOM, WITH THIS SERVICE YOU WILL NOT BE ABLE TO USE ANY OF THE SOUND OR LIGHTING EQUIPMENT THAT IS PRE INSTALLED INTO THE VENUE, AS THIS IS OWNED BY OUR RESIDENT DJ.

**(JAY'S DISCO'S – 07919921430)**

WE HIGHLY RECCOMEND YOU USE THE SERVICES OF JAY'S DISCO'S, TO MAXIMISE THE USE OF THE SOUND AND LIGHTING EQUIPMENT, TO HIGHTEN THE EXPERIENCE OF OUR VENUE AND TO MAKE YOUR NIGHT MORE ENJOYABLE.

**YOU ARE NOT ABLIGED TO USE JAY'S DISCO'S AND YOU MAY USE YOUR OWN ENTERTAINMENT SERVICE.**

**PLEASE REMEMBER THAT YOU WILL NEED TO MAKE SURE THAT IF YOU ARE HIRING YOUR OWN PERSONAL DJ**

**THEY WILL NEED TO HAVE**

- **FULLY UPTO DATE PATT TEST**
- **FULLY UPTO DATE PUBLIC LIABILITY INSURANCE**

**COPIES OF THESE WILL NEED TO BE PRODUCED TO THE DOOR STAFF UPON MAKING YOUR FINAL PAYMENTS ON THE ROOM HIRE. IF THESE ARE NOT PRODUCED THEN YOUR DJ WILL NOT BE ALOWED TO PLAY AT YOUR EVENT**

PLEASE NOTE THERE IS NO SMOKING OR USE OF E-CIGARETTES ALLOWED THROUGHOUT THE CLUB AND ON FIRE EXITS. A SMOKE ROOM IS PROVIDED DOWNSTAIRS AT THE REAR OF THE CLUB.

**THE CLUB WILL NOT BE HELD RESPONSIBLE FOR ANY INJURY'S CAUSED TO ANY PERSON OR PERSONS ATTENDING ANY EVENT, IT IS THE RESPONSIBILITY OF THE ORGANISER TO ARRANGE APPROPRIATE INSURANCE COVER.**

2 WEEKS PRIOR TO ANY EVENT THE CLUB MAY REQUIRE A LIST OF GUEST ATTENDING THE EVENT, INCLUDING NAMES AND ADRESSES.

### **NEW LICENSING LAWS**

IT IS ILLEGAL FOR ANYONE ATTENDING ANY FUNCTIONS/SHOWS IN THE UPSTAIRS CONCERT ROOM TO PURCHASE DRINKS FROM THE GROUND FLOOR BARS, UNLESS YOU ARE A MEMBER OF THE CLUB. ANYONE CAUGHT PURCHASING DRINKS WILL BE ASKED TO LEAVE THE VENUE.

**BOB WATTS  
SECRETARY**

**EVENT DETAILS**

DATE OF HIRE - ..... / ..... /.....

TYPE OF EVENT / PARTY - .....

EARLY BAR REQUIRED YES / NO

EARLY BAR CHARGE - £25ph

COST OF EARLY BAR - £..... Paid Y/N

EARLY BAR TIME START ..... : .....

ENTERTAINMENT TYPE - .....

ENTERTAINMENT PROVIDED BY - .....

ENTERTAINMENT PATT TEST CERTIFICATE COPY – YES / NO

ENTERTAINMENT PUBLIC LIABILITY CERTIFICATE COPY – YES / NO

ROOM HIRE FEE - **£150** (TO BE PAID AT LEAST TWO WEEKS PRIOR TO THE DATE OF HIRE)

PAID - ..... DATE ..... / ..... /.....

CLUB OFFICIAL NAME .....

CLUB OFFICIAL SIGNATURE .....

DEPOSITE / DAMAGE - **£100** (TO BE PAID WHEN BOOKING THE ROOM)

WAIVER FEE (RETURNABLE UPON NO DAMAGE TO THE ROOM AND LEFT IN A CLEAN AND TIDY CONDITION WITH ALL SURPLUSS FOOD REMOVED)

PAID - ..... DATE ..... / ..... /.....

CLUB OFFICIAL NAME .....

CLUB OFFICIAL SIGNATURE .....

**HIRER**

NAME(PRINT) .....

(SIGN) .....

ADDRESS (PRINT)

.....

POSTCODE .....

TELEPHONE (HOME) .....

(MOBILE) .....

EMAIL ADDRESS - .....

**FOR THE USE OF THE BLOXWICH MEMORIAL CLUB (SIGN)** .....

(PRINT) PHILL / ROB / KARREN / BOB