

# M & B Sports & Social Club

Sanofi-Aventis, Rainham Rd, South , Dagenham, Essex, RM10 7XS

**Application for Aventis Hire of the Chase/Stockdale Lounge From April 06**

## Contact details:

Chase Lounge		Stockdale Lounge	
Hirers full name			
Booked on behalf of		Mail Code	
Cost Centre		Telephone no:	
Department			
Telephone numbers	Work:		Home: 
Day & Date of Function		Time from	Time to
Bar Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please tick the appropriate box
Complimentary Bar	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes Limit to Spend £
Bar Extension	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will only be granted if food is included
Catering	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please tick the appropriate box
Expected attendance		Will VIP's be attending	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Function			
Name of entertainment			
Other requirements			

***All wines, spirits, beer & soft drinks to be supplied by the club.***

I declare that I have read the Conditions of Hire and agree to abide by them and enclose full payment of £ which includes my deposit of £100.00 / £50.00 (Friday nights only)

Signed:

Name:

Date:

### **Buffets & Catering**

***Rose's Catering*** tel: 0208 919 3004

No other food is allowed on the premises.

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### Official use only:

Entered on computer		Date	
Cost Centre Charged		Date	

# **Conditions of Hire for the Chase/Stockdale Lounge**

## **From April 2006**

1. Bookings for the Stockdale/Chase Lounge will only be accepted if the hire form is fully completed.
2. The hirer is responsible for any damage or losses during the function.
3. The Club Supervisor is totally in-charge of the building and all matters should be addressed to the Supervisor on the night.
4. All drinks consumed on the premises must be purchased from the club.
5. All catering is to be arranged by the organiser directly with our caterers, no other food products will be allowed in the club, unless by special arrangement with the Club Manager & Club Caterers.
6. The Chase Lounge holds a maximum of 100 persons. (46 seats approximately).
7. The Stockdale holds a maximum of 180 persons. (108 seats approximately).
8. The hirer is responsible for the behaviour of all guests attending the function and must ensure that a responsible person remains on-site until all guests have left the building.
9. An invitation list and copy of the formal invitation or entry ticket must be submitted to the club office at least 5 days before the event, all guests must be in possession of a formal invitation or entry ticket for the function.
10. The hirer is responsible for ensuring that FIRE EXITS are kept clear at all times, no equipment or other obstruction should be placed as to hinder egress from the building.
11. All equipment and property not belonging to the club must be removed from the building at the end of the function.
12. Under no circumstances shall drawing pins, sellotape, or any other material be used that could damage any surfaces.
13. Bar extensions may be applied for if authorised by the Club Manager and only if a buffet is provided.
14. The bar will be open from 4 pm until 9 pm for the normal evening hall hire fee.
15. All extra hours will be charged as follows.  
Chase Lounge £10.00 per hour                      Stockdale Lounge £25.00 per hour
16. Bar extensions until midnight (Monday to Saturday) will be charged at £20.00
17. Last orders will be called 10 minutes before closing time.  
The bar will close at the agreed time.  
All drinks to be consumed by 20 minutes after closing time.  
Entertainment to finish at the agreed closing time and equipment removed quickly.  
The room must be vacated 30 minutes after the agreed closing time.
18. If the hirer does not clear the hall by the agreed time, extra staff wages will be charged to the hirer.
19. Charges: -

	Sunday - Thursday	Friday & Saturday
Chase Lounge	£50.00	£60.00
Stockdale Lounge	£100.00	£120.00