

# M & B Sports & Social Club

Sanofi-Aventis, Dagenham Rd , Romford, Essex, RM7 0QX

Application for Private Hire of the Chase/Stockdale Lounge

## Contact details:

Chase Lounge		Stockdale Lounge	
Hirers full name			
Membership no.		Membership type:	
Group name			
Full address of hirer:			
	Post code:		
Internal mail code		(Company employees only)	
Telephone numbers	Work:		Home:
Day & date of function		Time from	Time to
Bar extension	Yes	No	Will only be authorised if food is included.
Expected attendance		(A full guest list must be given to the club office at least 5 days before the event)	
Type of function			
Admission charge		(Please state the admission charge and supply a sample ticket for the doorman)	
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

Signed:

Name:

Date:

<p><b><u>Buffets &amp; Catering</u></b></p> <p><i>Rose's Catering</i> tel: 0208 919 3004</p> <p>No other food is allowed on the premises.</p>
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### Official use only:

Fee received		Date	
Deposit returned		Date	
Hire fee transferred		Date	

## Conditions of hire for the Chase/Stockdale Lounge

1. Bookings for the Stockdale/Chase Lounge will only be accepted if the hire form is fully completed and returned with the full hire fee. (Including £100.00 deposit)
2. Club Members may only book the halls for themselves, a direct member of their family or a team, which uses the Club Facilities on a regular basis.
3. In the event of the function being cancelled by the hirer, the club will retain the deposit. If more than one month's notice of cancellation is given, 50% of the deposit will be returned to the hirer.
4. The hirer is responsible for any damage or losses on the night. The Club Manager is responsible for authorising the refund of the deposit after the event. Subject to him being satisfied that the room was left in good order and that all equipment was still in-place and not damaged, the deposit will be refunded in full.
5. The Club Supervisor is totally in-charge of the building and all matters should be addressed to the Supervisor on the night.
6. All drinks consumed on the premises must be purchased from the club.
7. All catering is to be arranged by the organiser direct with the Club Caterers, no other food products will be allowed in the club, unless by special arrangement with the Club Manager & Club Caterers.
8. The Chase Lounge holds a maximum of 100 persons. (46 seats approximately).
9. The Stockdale holds a maximum of 180 persons. (108 seats approximately).
10. The hirer is responsible for the behaviour of all guests attending the function and must remain on-site until all guests have left the building.
11. 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 on the night.
12. 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.
13. All equipment and property not belonging to the club must be removed from the building at the end of the function.
14. Under no circumstances shall drawing pins, cello tape, or any other material be used that could damage any surfaces be used.
15. The room may be hired until midnight if authorised by the Club Manager and only if a Buffet is provided.
16. The bar will be open from 7 pm until 11 pm (Sunday 7 pm until 10.30 pm) for the normal evening hall hire fee.
17. Access to the room will be from 6 pm, all extra hours will be charged as follows.  
Chase Lounge £25.00 per hour      Stockdale Lounge £40.00 per hour
18. Last orders will be called 10 minutes before closing time.
  - The bar will close at the agreed closing 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.
19. If the hirer does not clear the hall by the agreed time, extra staff wages will be charged to the hirer.
20. Charges: -

	Sunday - Thursday	Friday	Saturday
Chase Lounge	£100.00	£165.00	£165.00
Chase with Bar extension		£200.00	£200.00
Stockdale Lounge	£120.00	£245.00	£245.00
Stockdale with Bar extension		£295.00	£295.00

**Special offer Friday Nights (Chase Lounge Only)**  
**Spend over £750.00 on the bar and get ½ the room hire returned.**