Newton Road Conservative Club

Newton Road, Ipswich IP3 8HQ

Tel: Club 01473 727567 Secretary 01473 728295

 Date of sending forms

 Please complete the enclosed form and return to

 the Secretary at the above address.

 A cheque or cash for £25… should be enclosed as a deposit.

 The booking fee which is £25 per hour can be paid on the day

 of the event

 Yours Sincerely

 Secretary

Newton Road Conservative Club

Newton Road Ipswich IP3 8HQ

Tel: Club 01473 727567 Secretary 01473 728295

**IMPORTANT NOTICE PLEASE READ CAREFULLY**

**HIRING OF PREMISES**

**CONDITIONS**

The Hirers agree to comply with the following conditions:-

1. Upon termination of hire, to replace, reinstate, and make good any damage to furniture, fittings, or effects of the Newton Road Conservative Club damaged during the period of the hire. The rooms booked should be left in a clean and presentable condition. (The deposit or part of may be returned subject to this condition being complied with.)
2. On no account must nails, screws, bolts be used in any part of the fabric of the building of the effects of the club.
3. **ALL ALCOHOL MUST BE PURCHASED AT THE BAR. NO PERSONAL DRINKS MAY BE BROUGHT INTO THE CLUB.**
4. Music will only be allowed at such volumes and settings as deemed necessary or adequate by officers of the Club or duty Committee personal. It should be noted that the Club is in a residential area and has no wish to offend neighbours or attract the attention of the local environment officers. To this end, noise limiters are installed and must be used. In any event, music will cease 15 minutes after time, or such other time as determined by the Committee.
5. When music is being played in the function room,

**ALL DOORS AND** **WINDOWS MUST BE KEPT SHUT.**

1. Children are welcome at functions held at this club. Children at functions must remain within the room however and should not wander around the premises. Children are not allowed to play in the car park at any time. This is because of Health & Safety. This is necessary so as not to conflict with the club’s rule regarding children of members and visitors. Parents are responsible for the behaviour of their children at all times.
2. The capacity of the room is 90 persons maximum and this must not be

 exceeded.

1. Unfortunately we do not permit party/confetti cannons or confetti balloons. However we do allow party poppers and normal of helium balloons.
2. No cellotape or drawing pins are to be used to put any decorations up only blu or white tac may be used on solid surfaces such as wood, but may not be used on the wall decoration.
3. The rules of the club apply to all bookings and a copy can be obtained from the club if required.
4. If any of these conditions are not adhered to the club has the right to bring an end to proceedings.

 Marilyn Bardwell

 Secretary

 Newton Road Conservative Club

Newton Road Conservative Club

Newton Road, Ipswich IP3 8HQ

Tel: Club 01473 727567 Secretary 01473 728295

**Hiring of Premises.**

**Agreement.**

I/We…………………………………of………………………………………

…………………………………………………………………

Agree to hire the NEWTON ROAD CONSERVATIVE CLUB Function Room

and Kitchen on…………………..2025… for the sum of £………...

I/We further agree to the conditions of hire as shown on the attached sheet.

Date…………………………... Signature……………………………………..

Telephone contacts……………………………………………………………..

Note: A deposit of £25 is required as a booking fee. (Cash or Cheque)

**Requirements.**

Room required from………………………..to…………………………………..

Access required from……………………………………………………

Bar is / is not required. If yes required from………………………………

Other Requirements………………………………………………………............

………………………………………………………………………………

Type of music to be provided…………………………………………………….

**Office Use Only.**

Deposit Received……………… Booking Fee Received……………….........

Deposit Returned………………………………….