



Eccleston Institute

BOOKING OF THE LOUNGE FOR PRIVATE FUNCTIONS

Conditions

The Lounge is available to be booked by Members for private functions at certain times, subject to availability and the following conditions: -

The person reserving the room must be a current member of The Institute.

A deposit of £50 is payable to secure a booking. This is surety against cancellation or damage caused during the use of the room. This will be returned in full should no damage occur. Should damage of a more serious nature occur, it is the responsibility of the member who has reserved the room to ensure such damage is made good to the satisfaction of The Committee.

The conduct of all guests attending the function is the responsibility of the member who reserved the room.

Children and non-members attending functions are not permitted to enter the games room, nor are they permitted to play on the gaming machines. In addition children should be closely supervised at all times by a responsible adult.

It is the responsibility of the member who has reserved the room to ensure that the room is left in a reasonable state of cleanliness at the end of the function and to ensure all rubbish, i.e. paper plates, cups, waste food, decorations etc. are removed from site before vacating the premises. Should these conditions not be met, the cost of cleaning and/or disposal of the rubbish may be deducted from the £50 deposit.

Please note Confetti type materials and party poppers are prohibited. Failure to adhere to this rule will result in additional cleaning costs being incurred, payable by the member who has reserved the room.

On Saturday and Sunday afternoon functions the room must be vacated promptly, at a time agreed with the Steward when the room is booked. This is to ensure that the staff have sufficient time to prepare the room for evening functions.

The video and audio equipment belonging to The Institute must only be used with the prior consent of The Committee.

The Institute does not have any catering facilities therefore any food must be prepared off the premises and brought in on the date of the function. Similarly, if tea and coffee are required, it is the responsibility of the member who has booked the room to provide materials and equipment.

No alcoholic beverages or soft drinks, other than those purchased at the bar, may be consumed on Institute premises without the prior consent of The Committee. The Committee reserves the right to increase the prices charged when booked privately. Special rates may apply to those wishing to bring their own drinks on the premises.

Because of the risk of noise pollution, the Committee may reject your application if a Live Band is to perform at your function.

Acceptance of bookings is at the discretion of The Committee. Health and Safety of Members and Guests takes priority and the Stewards decision is FINAL on any Health and Safety matters.