

West End Social Club: Party/Event Booking Conditions

Admission of Guests (non-members)

1. Please provide the club with a list of any of your guests who are not members of the club at least four days in advance of the event. Please nominate someone to assist the duty Committee member (if one is appointed for your event) to identify these guests. We will not admit any guest who is currently banned from the club or is banned under Pubwatch.
2. You are responsible for the proper conduct of your guests; in particular:
 - a. No person under 18 to consume alcohol whilst on the premises;
 - b. No drinks on the dance-floor or outside the club (except in the smoking shelter);
 - c. No drinks to be consumed other than those purchased on the premises;
 - d. Guests must comply with any instructions from the bar manager or duty Committee member (where appointed);
 - e. No smoking on the premises, except in the smoking shelter (includes e-cigarettes);
 - f. Guests need to leave the premises quietly and promptly after the event;
 - g. Children must be controlled and are not permitted on the dance-floor on evenings where there is club entertainment (for safety reasons)

Limits on attendees, room layout and charges.

3. The upper limit of party attendees is normally 120 persons. If you require exclusive use of the club lounge for the event there is a charge of £50. Unless you pay for 'exclusive use', we cannot prevent club members who are not your invited guests from using the room and you should not include the three tables nearest the bar in any party seating plan
4. There is a limit of 30 non-member guests for a party on evenings when there is club entertainment. Guests who are non-members on these evenings need to pay £5 for admission. However, if you have more than 12 guests you can pay £60 in total which will admit up to 30 non-member guests.
5. If your event is at a time when the club would otherwise be closed there is a charge of £30 an hour towards the extra operating costs.

Catering

6. Any catering should be laid out in the Committee Room (please ensure you have included this room in your booking). Please quickly clear up spillages on the floor.

Equipment

7. All electrical equipment must have a current PAT safety test.
8. Sound levels must be kept at a reasonable level, so as not to unduly disturb users of other parts of the club or disturb neighbouring properties.
9. Please ensure any entertainers leave promptly and their equipment is removed (within 45 minutes of the end of the event).

Tidying Up after the Event

10. At the conclusion of the event please do the following:
 - a. Clear the rubbish (including any debris on the floor). Put the rubbish in bags which will be provided by the bar staff ; place the bags in the outside bin beyond the dance-floor fire exit;
 - b. If the floor requires hoovering or mopping, seek the assistance of the bar staff to access the club cleaning equipment;
 - c. Return any tables and lounge chairs to their original positions. Stack the stacking chairs in the enclosure next to the coat hooks

Deposit

11. We require a deposit of £40 to cover any accidental damage or loss of club property. This should be paid across the bar at least 4 days before the event. It will be returned (less any eligible deduction) within 48 hours of the end of the event. A deposit is not normally required for events held on evenings where there is club entertainment and party attendees are more restricted.