

# SHIRLEY R.B.L CLUB LTD

Parkgate, Shirley, B90 3GG

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## RULES & REGULATIONS FOR HIRE OF THE FUNCTION ROOM

1. Hire of the function room is for personal use only.
2. Persons attending the function are not allowed to use any other part of the Club. **Parents are responsible for their children, who must remain in the function room, unless being accompanied to the toilet facilities.**
3. Members and Guests are reminded that alcoholic drinks **must not** be bought for persons under the age of 18, nor can those under 18 years of age buy alcoholic drinks from the bar. Offenders will be asked to leave the Club.
4. Guests are not allowed to bring their own drinks.
5. The bar is open until midnight. **All music must stop at midnight and the room to be cleared by 12.45am.**
6. The room hirer is responsible for the behaviour and good order of the room and all persons attending the function.
7. A holding deposit of £100 is required. The room hirer is responsible for leaving the function room in a clean, tidy and undamaged condition after use. **An inspection will take place before and after the event, if any damage is found the £100 holding deposit will be processed to pay for damages.**
8. Please take care when attaching decorations to the walls, no sticky tape to be used.
9. No table confetti to be used.
10. A **non-refundable deposit of £50** is required to secure the booking. **The balance is due 1 month prior to the event.**
11. Please contact the club to arrange set up times and DJ entry.
12. Any electrical equipment used by yourself or hired entertainers must be PAT tested.
13. No foam or smoke machines allowed.
14. Abuse of staff will not be tolerated. Holding deposits will not be refunded if the rules are broken.

Function Date:.....

Name:.....

Signature:.....

Staff Name:.....

Signature:.....