

HIRE OF MAIN FUNCTION ROOM

- The function room is available for hire to any member for any lawful event or function so organised by that member or that involves his immediate family.
 - **Basic hire for meetings etc. members £45.00.**
 - **Social event functions, members £90.00 all inclusive (The function bar will be open with two persons staffing it.)**
 - **Skittles (covers skittle alley costs and maintenance) £70.00**
 - **A £25.00 deposit is required in all cases. (+ £50 Bond in the case of temporary members and party type functions)**
 - **Settlement to be made 7 days before date of function.**
- Application for the hire must be made in writing to the Stourbridge Institute Social Club Committee who may or may not grant approval.
- The member organising any function is deemed responsible for the conduct and good behaviour of all participating guests, who may not themselves be members of Stourbridge Institute Social Club. (Rule 5b). For this reason, the applying member must be present at the function so arranged.
- If you have any queries during your function then the Steward is there to assist you.
- All visiting non-members must be signed in (Rule 5b), they "shall be permitted the full use of the Institutes Social and bar facilities excepting the use of the Snooker Tables and Badminton Court."(Rule 5e). It is acceptable that a **prepared list of non-member visitors**, signed by the applying member, be submitted to the Club Secretary three days prior to the arranged function.
- No function may extend beyond the normal club hours, which are 9.30 a.m. to 11.00 p.m. unless express permission by the Committee has been granted. The room must be vacated by 11.30pm. The bar will close at 11.00pm.
- Limited use of the car park for non-member guests may be available at the Committees discretion and consent. All parking on club premises is strictly at the owner's risk. No damage whatsoever caused by any third party will be the responsibility of Stourbridge Institute Social Club.
- Room hirer is responsible to ensure all catering debris (inc food, plates etc. are cleared up and removed. Three trestle tables are available for your use and are to be found under stairs by function room.
- Any damage incurred, whether accidental or otherwise, by the hirer or by any guest or others associated with the function, to the property of Stourbridge Institute Social Club will be deemed to be the responsibility of the hirer from whom recompense may be sought by the Club.
- **The maximum number permitted is 110.**
- Please show any specific table arrangements on rear of booking application.
- Member's own drinks may NOT be consumed on the premises without specific authority.
- A Corkage charge of 2.00 per bottle will apply (Max 12 bottles). Linen hire is available from £35 for round tables.

Confetti must not be used. No Lit Candles. Smoke machines must not be used at the Institute. Use of Sellotape, Blue-Tac or pins on the walls, is strictly prohibited.



APPLICATION FORM
BOOKING OF MAIN FUNCTION ROOM

MEMBER NAME MEMBER NUMBER

TELEPHONE NUMBER

PURPOSE FOR BOOKING

DATE REQUIRED..... ROOM REQUIRED FROMTO.....

FUNCTION BAR REQUIRED :- YES / NO* LOUNGE BAR REQUIRED :- YES / NO*

BAR REQUIRED FROM TO OWN FOOD YES / NO *

BAR FACILITIES TO 11.00pm **PLEASE VACATE THE ROOM BY 11.30pm.**

NUMBER OF GUESTS EXPECTED.....

MUSIC e.g. (Disco/Group/Band/Other)*.....

*Delete whichever applicable

SIGNED..... DATE.....