

MONTON

SPORTS CLUB

Welcome to Monton Sports Club!

Wedding Booking Hire Agreement

Room Hire:

- For 3pm onwards, the Cavendish Suite costs £260 to hire through until midnight.
- For 7pm-midnight
 - o The Cavendish Room holds up to 70 guests (max 7 tables of 10 seats), the buffet tables, cake/present table and dancefloor. This costs £140 to hire for 5 hours.
 - o The Cavendish Suite holds up to 150 (max 15 tables of 10 seats), the buffet tables, cake/present table and dancefloor. This costs £200 to hire for 5 hours.
- There is also £100 damages deposit to be paid in addition to the room hire fee.
- Hire includes full bar service, chairs, tables, table linen and dancefloor as well as complementary and exclusive use of the patio chairs and tables & complimentary use of the TV facility to play a picture slide show (Jpeg format required). There is a choice of white or black table cloths just let us know your preference.
- The function room and bar will be exclusive to you. The car park, entrance and field may be used by club members. The Patio Doors will be closed and locked at 10pm due to noise & our location.
- The room hire is non-refundable unless we are able to rebook that day. If we are able to do so, then the room hire paid may be applicable for booking another function with us within the next 12 months.

Sport:

- Sports are played on the field all year round. Even though the patio tables and chairs will be reserved for you it is your responsibility to keep an eye out for flying lacrosse or cricket balls if using the outside area.

Catering:

- We do not allow outside catering. All catering for this event (excluding a Cake, cupcakes) has to be booked through the club's catering partner.
- We proudly offer canapes, hot & chilled buffet, served one courses, carvery options, 3 course meals. Please enquire for details and prices.

Drinks & Drugs:

- All drinks are to be bought through the club bar & any drinks brought into the venue will be confiscated.
- For evening function hire, last orders are to be called at 11:45 and the bar will close at midnight.
- We have a no drugs policy and if anyone is found doing drugs on site we have the right to call the police and close down the function.

Room Dressing:

- We offer a full room dressing service, we have a separate room dressing price list available which includes balloons, centre pieces, covers, and bows. See our <https://www.instagram.com/montonsportsclub/> for images of previous events & room dressing ideas.
- The club is the sole provider of chair covers, sashes and ceiling drapes for this venue however you may use a third party for all other items if you wish.
- Please only use cello tape (no blue tac or double sided sticky tape) if you would like to put decorative items on the walls
- We do not allow confetti or similar small decorative items to be used on the tables.



Damages Deposit:

- Due to a number of recent incidents we are now taking a £100 damages deposit in addition to the room hire. This is purely for damages and not for cleaning purposes.
- If there are damages to the room during the event the club has the right to keep your £100. Photographic evidence will be provided.
- Should there not be any damages, the club will return the £100 in either cash or via bank transfer following your event.

Entertainment:

- We can recommend our resident DJ – DJ Phil who costs £180 for the evening however you are more than welcome to book your own. If you do book a DJ/Entertainer we require to a copy of their public liability insurance before the day.

Payment:

- Full payment of room hire and deposit along with a signed copy of this hire agreement is required to secure your booking.
- Payment for all catering along with any optional room dressing, DJ, drinks will be due no later than a week before the event day. Payment can be made by card, cash, cheque or bank transfer.

Car Park:

- Guests are more than welcome to leave their cars parked overnight. All cars left in the car park are left at their own risk.
- Please note, even though it is unlikely, all cars are subject to the risk of a flying cricket or lacrosse ball and we cannot accept any responsibility for any damages.
- The car park gate will close shortly after midnight and will reopen from 9am the next day.

To book your event, please complete the following information:

Date of Function:	
Contact Details	
Name:	
Email Address:	
Telephone Number:	
Type of Function:	
Approx. Number of Guests	

By signing the below, I/we acknowledge that I/we have read, understood and agree to the function hire information above.

Signature:

Print Name:

Date: