

Ashington Football Club

Room Hire Terms and Conditions

Thank you for choosing Ashington Football Club for your event. Please carefully read the following terms and conditions before confirming your booking. By proceeding with your booking, you agree to abide by these terms.

1. Booking Confirmation

- 1.1. Ashington Football Club uses LemonBooking to manage room hire reservations. A booking is only confirmed once approved through LemonBooking.
- 1.2. The applicable hire charge will be displayed or communicated through LemonBooking before confirmation. Standard private function hire is normally charged at **£15 per hour**, with a **minimum booking period of 3 hours**.
- 1.3. A **£50 refundable security deposit** is payable within 7 days of booking to secure the date, where applicable. Failure to make payment may result in cancellation.
- 1.4. Provisional bookings will be held for a maximum of 7 days, after which the date may be released.
- 1.5. Ashington Football Club reserves the right to refuse any booking at its discretion.

2. Hire Fees and Payment

- 2.1. Standard private function room hire is charged at **£15 per hour**, subject to a minimum booking period of 3 hours (£45 minimum room hire charge).
- 2.2. **Different rates may apply to business, commercial, daytime, community or other non-private-function bookings.** The applicable rate will be displayed or confirmed through LemonBooking before the booking is accepted.
- 2.3. Where a different rate has been quoted and accepted through LemonBooking, that rate will form part of the booking agreement.
- 2.4. The £50 security deposit is separate from the room hire charge and is refundable following the event, subject to these terms and conditions.
- 2.5. The full room hire fee must be paid by the date stated through LemonBooking.
- 2.6. The security deposit may be retained in full or in part for damage, excessive cleaning, failure to remove items, unauthorised extended use, or another breach of these terms.
- 2.7. Where costs exceed the deposit, the hirer remains liable for the balance, payable within 7 days of notification.

3. Cancellation

- 3.1. If the hirer cancels 7 days or more before the event, payments already made will be refunded unless otherwise stated at booking.
- 3.2. If cancellation is less than 7 days before the event, the £50 security deposit may be forfeited. Any room hire refund will be at the club's discretion.
- 3.3. If the club cancels due to unforeseen circumstances beyond its control, payments for the cancelled booking will be refunded.

4. Room Hire Period and Set-Up

- 4.1. The room is available only for the hire period stated in the confirmed booking.
- 4.2. Any extension must be approved by the club and will normally be charged at the applicable hourly rate for that booking.
- 4.3. **Up to two hours of set-up time before the booked hire period is included at no additional charge, subject to availability.** Where an event requires a longer set-up period, this must be requested and agreed with Ashington Football Club in advance. Additional set-up time may be subject to the applicable hourly hire charge.
- 4.4. Set-up time is for preparation of the room only and does not extend the agreed event start or finish time.
- 4.5. Access before the agreed set-up time cannot be guaranteed.
- 4.6. The hirer must ensure the event finishes at the agreed time and all personal belongings, decorations, hired equipment and other items are removed by the end of the agreed access period unless otherwise agreed in writing.

5. Capacity and Conduct

- 5.1. The hirer must not exceed the room's maximum capacity as specified on the booking page.
- 5.2. The hirer is responsible for ensuring attendees behave in an orderly and respectful manner.
- 5.3. The club may remove or refuse entry to anyone whose behaviour is inappropriate, unsafe or disruptive.

6. Zero Tolerance Policy on Drugs

- 6.1. Ashington Football Club operates a zero-tolerance policy on illegal drugs. Use, possession or distribution of illegal substances is prohibited.
- 6.2. Anyone found in breach may be required to leave immediately and the authorities may be notified.

7. CCTV Monitoring

- 7.1. The premises are monitored by CCTV for safety, security and protection of the club. Footage may be used following an incident or supplied to law enforcement where appropriate.
- 7.2. The club engages Assetwatch for CCTV monitoring and response services. Functions are not routinely actively monitored, but monitoring may take place if an issue arises.
- 7.3. By entering the premises, attendees acknowledge the operation of CCTV for these purposes.

8. Damage and Liability

- 8.1. The hirer is responsible for damage to the premises, fixtures, fittings or equipment caused during the booking or associated set-up/clearance period.
- 8.2. Damage must be reported immediately. The hirer is liable for reasonable repair or replacement costs.
- 8.3. Third-party equipment, including bouncy castles and inflatables, must be appropriately insured. Evidence may be required.
- 8.4. The hirer must ensure operators of third-party equipment are suitably trained and comply with relevant safety requirements.
- 8.5. The club does not accept liability for loss of or damage to personal property brought onto the premises.

9. Food and Beverage

- 9.1. External catering is permitted, but the hirer must notify the club in advance.
- 9.2. **No alcohol, soft drinks or other beverages of any kind may be brought onto the premises by the hirer, guests, caterers or any other person attending the event. All drinks consumed on the premises must be purchased from Ashington Football Club's licensed bar.**

10. Health and Safety

- 10.1. Fire exits and emergency routes must be kept clear at all times.
- 10.2. The hirer is responsible for making attendees aware of relevant emergency procedures.
- 10.3. Hazardous materials, substances or equipment may not be brought onto the premises without prior approval.
- 10.4. Smoke machines are not permitted.
- 10.5. Smoking and vaping are prohibited inside. Costs following an avoidable fire alarm activation caused by the hirer, attendees or suppliers may be passed to the hirer.

11. Music and Entertainment

- 11.1. Music, including discos, is permitted but must cease at the agreed event end time.
- 11.2. Live or amplified music requires prior approval.
- 11.3. Entertainment and performers must be approved by the club in advance.

12. Decorations, Equipment and Removal of Items

- 12.1. Decorations are permitted, but only temporary, non-damaging fixings may be used.
- 12.2. Drawing pins, nails, screws and other permanent or potentially damaging fixings are not permitted.

12.3. All decorations, balloons, banners, table decorations, personal belongings, catering items and other materials brought in for the event must be removed at the end of the event.

12.4. Any equipment brought in or hired for the event, including entertainment equipment, children's play equipment, inflatables, furniture or catering equipment, must be removed by the end of the agreed access period unless prior written agreement has been given by the club.

12.5. The club cannot guarantee storage after an event. Items left behind may be removed, stored or disposed of at the hirer's cost. Costs may be deducted from the security deposit or charged separately.

12.6. The hirer is responsible for ensuring suppliers and contractors know the collection deadline and remove equipment on time.

13. Cleaning and Condition of the Venue

13.1. The hirer is not expected to carry out a full clean, but the venue must be left in a reasonable condition, free from excessive rubbish, food, spillages and items belonging to the hirer or suppliers.

13.2. The security deposit may be retained in full or in part where additional cleaning, clearance, removal or disposal is required.

13.3. Tables, chairs and club equipment should be left as directed by club staff.

14. Parking

14.1. Car parking is free outside 7:00 AM to 5:00 PM, Monday to Friday.

14.2. Between 7:00 AM and 5:00 PM Monday to Friday, the car park is monitored by ParkingEye using ANPR. Users are responsible for complying with parking arrangements.

14.3. Current parking charges are £1 per hour or £3 for a full day.

15. Insurance

15.1. The club holds insurance for the venue and facilities. The hirer is responsible for ensuring third-party equipment is adequately insured. Evidence may be required.

15.2. Insurance for equipment such as inflatables must include appropriate cover for accidents or injuries arising from its use.

16. Amendments

16.1. Ashington Football Club reserves the right to amend these terms and conditions. Changes affecting a confirmed booking will be communicated where applicable.

17. Force Majeure

17.1. Ashington Football Club will not be responsible for circumstances beyond its reasonable control that prevent fulfilment of a booking.

Ashington Football Club Contact Information

For booking enquiries and further information: bookings@ashingtonafc.com