



## **Sutton United Football Club**

### **Stadium Facilities Hire Terms and Conditions**

#### Terms and Conditions of Hire

The continuation of any event is entirely at the discretion of the supervising bar and events manager. Should they see fit to close the event on the grounds of safety, protection of licence, or for any other reason they see fit Sutton United Football Club will wholeheartedly support their decision.

- A non-refundable deposit of 25% of the room hire must be put down in order to secure your booking (for bookings made 3 weeks or more to the event date.)
  - The remaining cost of the event is to be paid 14 days before the event is to take place.
  - If booking within 3 weeks of date of event, full payment is required at point of booking
  - The event must be cancelled 7 days prior to the event date in order to get a refund of payment.
- The requirement of door security is mandatory for events between Friday (after 5pm) and Saturday, cost of which is included within the hire rate.
- All drinks to be consumed (alcoholic or otherwise) must be purchased from the bar with the exception of tea and coffee for which a pre-arrangement can be made with caterers.
- All catering must be provided by our in house caterers only, with outside/private catering not being permitted under any circumstances.
- No one under the age of 18 may consume alcohol on the premises.
- All illegal drugs are prohibited on the premises.

- No smoking or vaping is to take place in any indoor area.
- No access will be granted to the kitchen nor will sharp objects be provided for cutting.
- Due to licensing issues, we are not able to accept parties for groups aged 15-20.
- Use of TVs, Dartboard are entirely at supervising bar manager's discretion.
- The Hirer is responsible for the set up of the room including tables and chairs. Arrangements can be made with the Events Team subject to their availability. Any requests of this nature must be submitted in writing.
- The bars are licensed until 11pm, and last orders will take place 20 minutes before the scheduled end of your event.
  - No extension of the event will be accepted on the night. This must be organised at the time of booking at an additional cost.
- The Hirer and their guests will have 30 minutes to vacate the premises following the conclusion of your event.
- No cars are to be left on the premises overnight except with explicit prior consent on an exceptional and limited basis.
- No glitter or confetti is to be permitted under any circumstances.
- All clean up of decorations are to be done by the Hirer.
- You must leave the stadium and rooms in the condition that you found it (signage, pitch, any rooms). All damage is chargeable to the booker..
- Any damage to the stadium (internal and external) /pitch is chargeable.
- Fire Doors and Emergency Exits are not to be blocked at any time, and the use of the emergency exits at any time, other than in an emergency, requires the explicit permission of the supervising bar manager.
- All functions booked at Sutton United Football Club are subject to the footballing schedule for both Sutton United Football Club and Crystal Palace Under 21 and Women's teams, and in the unlikely event of a last minute schedule/fixture change, necessary rearrangements will be communicated with the hirer

Failure to comply with any of the above could result in the cancellation or early termination of your event without refund.

By signing below, you acknowledge that you have read, understood, and agree to the terms and conditions of this agreement.

Lead booker name:

Lead booker signature.