



HGSA Hall Hire Booking Request Form

Holmer Green Sports Association

Our hall is available to hire on Friday/Saturday evenings (from 7.30pm – 1am) and Sunday's between 12noon-6pm for parties, Christenings/Wakes. Unfortunately, we cannot accommodate daytime events on a Saturday due to the sporting schedule of the club. The hall size is 19m x 11m (at its widest points)

If a confirmed booking is cancelled, this **MUST** be done by email and the following charges will be applied:

2 months or less: 25% of room hire

1 month or less: 50% of room hire

2 weeks or less: 85% of room hire

1 week or less: 100% of room hire

TODAY'S Date:		
Name:		
Address:		
Phone Number:		
Email: (All information given via this form is treated as strictly confidential and used only for HGSA hall hire purposes)	Under new GDPR regulations, please tick and sign to confirm that you give us permission to hold your details on file.	<input type="checkbox"/> Yes, I agree to my details being kept on file at HGSA. These will not be passed onto any 3rd party. Signed: _____
Date of Hire:		
Time of event: (Evening Parties to start no earlier than 7.30pm and last orders at 12.15am latest – vacate building by 1am.)	Start time:	
	End time (where last orders will be called):	
Type of Event:		
Approx. Guest Numbers (Max 130)		
HGSA Card Holder Number (If applicable – should you wish to purchase a HGSA Card you can do so for between £25-35, please speak to Laura Ripley, Club Manager)		
Total Hall Hire Cost: (50% deposit to be paid on booking, with remaining balance to be paid NO later than 2 weeks before function. PLEASE NOTE: Your booking isn't confirmed until we receive your deposit)	HGSA Card Holder Fri/Sat event £135 <input type="checkbox"/> Non-Card Holder Fri/Sat event £170 <input type="checkbox"/> HGSA card Holder Sunday event £80 <input type="checkbox"/> Non-Card Holder Sunday event £100 <input type="checkbox"/> Daytime Hire £18ph _____	
Payment:	Cash <input type="checkbox"/> Please bring correct money BACS: <input type="checkbox"/> SORT CODE: 09-01-29 ACCOUNT NUMBER: 07306358	

Holmer Green Sports Association
 87 Watchet Lane, Holmer Green, High Wycombe, Bucks HP15 6UF
 Tel: 01494 711485 Email: admin@hgsa.co.uk Web: www.hgsa.co.uk
 VAT No. 208 6209 74
 Company Limited By Guarantee Registered in England 17885314

Signature of Hirer:

I agree that I have read, understand and agree to abide by the booking, terms and conditions of hire and damage guarantee clauses below.

HGSA will require a deposit guarantee of £250, payable by either cheque or by BACS (Acc: 09738953 Sort: 090129) at LEAST 2 weeks before the date of the booked event. If this isn't paid, then we reserve the right to cancel the booking. This is refundable to the Hirer after their event, if no damage or inconvenience has been caused. This would include abuse to the staff or HGSA Card holders who are entitled to use the small Quiet Back Bar of the Club during private functions, calling any emergency services to deal with disruptive guests or if excessive mess (including to our floors/carpets) is left at the club after your function. If you use the kitchen facilities, certain marked equipment is NOT to be used and the kitchen MUST be left in the same state you find it in, with surfaces cleaned, rubbish removed and the fridge cleared.

Hall Hire Procedures

Timings

- Fri/Sat evening parties commence at 7.30pm and finish by 1am, **with access to set up from 6.00pm.**
- For 16th/17th Birthday Parties these must conclude by no later than midnight
- For 18th Birthday's and over the event must conclude no later than 1am
- HGSA Club Holders are entitled to use the small Quiet Back Bar at the club whilst private functions are taking place, but they will be asked to leave the main bar by 7.15pm. They can use the toilets in the club and the outside areas also.
- Music must NOT start until 7.30pm.
- Your DJ/Live Band must complete and sign our attached Music Form and hand it to a member of bar staff on the date of your function before music can commence
- Our license insists that all windows and doors are kept closed after 10.30pm. Bar staff have the right to ask for the music to be lowered if the doors and windows are not kept shut. Children using the play area outside must be inside by 9pm.
- Last orders will be called 30minutes before the end of the function and we ask that you please leave quietly from the club in respect of our neighbours.

Door Staff

- **2 door staff are required for 16th -21st birthday parties at a cost of £200 which is to be paid in cash directly to the door staff on the evening of the party**
- For all parties up to and including 18th's, HGSA requires some adult and family presence at the party.
- Door staff will require a guest list on the evening, with anyone not on the guest list being refused entry into the venue until agreed by the party host.
- If your 16th-21st party is found to be advertised publicly on Facebook or similar sites, your party will be cancelled and hire costs minus your deposit will be returned.

Alcohol

- NO drinks, either soft or alcoholic are to be bought onto the site.

Holmer Green Sports Association
87 Watchet Lane, Holmer Green, High Wycombe, Bucks HP15 6UF
Tel: 01494 711485 Email: admin@hgsa.co.uk Web: www.hgsa.co.uk
VAT No. 208 6209 74
Company Limited By Guarantee Registered in England 17885314

- Prior arrangement can be made with the Bar Manager regarding Prosecco/Cava and a £10 per bottle corkage will be charged
- Any alcohol attempted to be bought onto site by party guests will be confiscated – please advise your guests about this

Catering

- Although we do not offer in-house catering, you may have use of the kitchen.
- HGSA have contacts we can recommend for buffets, see below under our preferred suppliers

Cleaning up after your event

- You are required to clear up after your function (including the kitchen if it has been used), with all items to be removed from site, tables and carpets/floors clear of food and all tablecloths cleared away.
- No Bluetac, Sellotape or Pins are to be used at the club to affix posters, banners or pictures. Hooks are provided around the dance floor to be used to hang decorations and Whitetac may be used to stick up posters.
- **No confetti or table sprinkles (in balloons or otherwise).**

Bouncy Castle Policy

- Unfortunately, we do not have the head height within our hall to accommodate a bouncy castle inside, however during the warmer months we can have bouncy castles outside.
- It is a requirement of HGSA's insurance that you advise us if you plan to have an inflatable at your event. HGSA request that the only inflatable's on site are from our preferred supplier – Bounce Krazee (01494 464902) due to their public liability covering our insurance requirements.
- If you choose not to use the preferred supplier, you MUST provide proof of public liability to the value of £5 million at least 1 month before your event.
- HGSA has the right to refuse your booking 7 days prior to your event, if proof of public liability has not been produced.

Preferred Suppliers

Bouncy Castle	Bounce Krazee	01494 464902
Disco	John Johnny Fire & Ice Entertainment – Carl Pearson	07956460950 07729487206
Catering	Crumbs Too Bites and Brunches Graze Trays Menu 11 Catering Little Urban Chef – John Vallois Aroma Pizza – Pasqi Bildano's Tex-Mex – Abdul	01844 344462 bitesandbrunches.becci@gmail.com 07740149610 07940520769 07886036965 07903858115 07570077673
Face Painting	Jump Start Face & Body Art (Sarah Newman) Face Painting by Karen	07477164329 07746 875147

Holmer Green Sports Association
 87 Watchet Lane, Holmer Green, High Wycombe, Bucks HP15 6UF
 Tel: 01494 711485 Email: admin@hgsa.co.uk Web: www.hgsa.co.uk
 VAT No. 208 6209 74
 Company Limited By Guarantee Registered in England 17885314

For official use only:

Date: _____

Deposit of £250 received? YES NO (BACS/CHEQUE) delete as appropriate

Deposit for hire paid – DATE _____ -:

Cheque £ _____ Cash £ _____ Debit Card £ _____

Function entered onto calendar and website

Remaining balance paid – DATE _____

Cheque £ _____ Cash £ _____ Debit Card £ _____

INFORMATION TO MUSIC PROVIDERS

Please pass this form onto your Disco/Music provider
Ask them to complete it and pass to the bar staff, this MUST be
provided before your function can commence.

PLEASE READ THE INFORMATION AND SIGN YOUR
AGREEMENT TO ABIDE BY HGSA CONDITIONS
BEFORE COMMENCING THE EVENINGS
ENTERTAINMENT

All equipment must be safe and secure.

You may set up your equipment from 6.30pm.

Music must not be played before 7.30pm.

NO smoke or dry ice can be used at HGSA

At 10.30pm it is a requirement that all windows and doors are shut – if this is not undertaken then the music volume must be lowered.

Music must stop promptly at the end of the hire period (no later than 12:30am).

Signed:..... Date:

Print:.....

Company:.....

Holmer Green Sports Association
87 Watchet Lane, Holmer Green, High Wycombe, Bucks HP15 6UF
Tel: 01494 711485 Email: admin@hgsa.co.uk Web: www.hgsa.co.uk
VAT No. 208 6209 74
Company Limited By Guarantee Registered in England 17885314