



Room hire booking form
2023

Your Contact Details

Name: _____

Address: _____

Post code: _____

Telephone: _____

Email: _____

Your event

Nature of event: _____

Date of event: _____

Approximate no. of attendees: _____

Event Start Time: _____

Access time: _____

Main hall:

Bar:

Heritage room:

Entire venue:

There may be additional charges for use of our garden, funerals and use of our stage and lighting equipment as discussed with management. Please check the dates with us before completing. Enquiries to be made to Niall at info@liverpoolirishcentre.org.



Terms of agreement:

Rates for hire:

1.1.	Main hall:	£150
1.2.	Heritage room:	£70
1.3.	Bar:	£70
1.4.	Use of kitchen:	£40
1.5.	Entire Venue:	£250

1.6. If booking more than one room the charges for those additional rooms will be added to the overall amount. Children are permitted to stay during private evening bookings, however they must be supervised at all times. Events must be mindful of corresponding events in other rooms. The hourly rate for meetings is £25 per hour. The hourly rate will be charged for events below 3 hours in duration. Liverpool Irish Centre will dispose of 4 bin bags - any more will incur a charge of £30. Fully paid up members (with an in date membership) will be offered discounted rates, providing the party is the members.

2. Deposits: a non-refundable deposit of 50% of the amount must be paid with this form. The remaining sum must be paid no later than 1 week before the event or on the night as agreed with management. Should the outstanding sum not be paid the Liverpool Irish Centre reserves the right to vacate the booking.

3. All drinks consumed on the premises must be purchased from the Liverpool Irish Centre. If however you wish to bring your own drinks the hire of the room will be £500. Such requests must be discussed with the management first.

4. Confetti, glitter, small plastic baubles or anything of a similar nature is prohibited.

5. All food, catering equipment and decorations must be removed at the end of the event, save for any agreements made with the management staff. Rooms hired must be left in a clean state.

6. The bar is licenced until 12am. Music must finish at 12:15am. The premises must be vacated by 1am.

7. Should any damage be sustained to the interior or the exterior of the Liverpool Irish Centre during the course of the event we reserve the right to seek the cost of repairs from you.

Declaration I, _____ hereby agree to the terms of this agreement.

Signed: _____ Print name: _____ Dated: _____