*Room hire booking form*

*Your contact details*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your event*

Nature of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate no. of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DJ: Yes / No Access time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catering: Yes / No Access time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rooms hired: Main hall Bar Heritage room Entire venue

Access from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM/PM

*Terms of agreement:*

1. Rates of hire:
	1. Hall: £100
	2. Heritage room: £50
	3. Bar: £50
	4. Use of kitchen: £25
	5. Entire venue: £200
	6. If duration of event does not exceed 3 hours, the hourly rate of £15 will apply.
	7. If booking more than one room the charges for those additional rooms will be added to the overall amount, unless hiring the entire venue.
2. **Deposits**: a non-refundable deposit of 50% of the total amount must be paid with this form. The remaining sum must be paid no later than 1 week before the event. Should the outstanding sum not be paid, we reserve the right to vacate the booking.
3. All drinks consumed on the premises must be purchased from the Liverpool Irish Centre. We reserve the right to confiscate such drinks and/or ask you to leave.
4. If, however, you wish to bring your own drinks the hire of the room will cost £400. Functions that do not require the bar can only be booked Sunday to Friday. Such requests must be discussed with the management first.
5. Confetti, glitter, small plastic baubles or anything of a similar nature is prohibited.
6. All food, catering equipment and decorations must be removed at the end of the night, save for any agreements made with the management staff. The room/s hired must be left in a clean state.
7. The bar is licensed until 12am. Music must finish at 12:15am. The premises must be vacated by no later than 1am.
8. 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. Should there be a refusal on your part to compensate the Liverpool Irish Centre for the damage incurred we reserve the right to issue legal proceedings against you.

*Declaration*

I hereby agree to the terms of this agreement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_