



LIVERPOOL Irish Centre

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 for hire:
 - 1.1. Main hall: £100
 - 1.2. Heritage room: £40
 - 1.3. Bar: £40
 - 1.4. Use of kitchen: £25
 - 1.5. Entire venue: £200
 - 1.6. If booking more than one room the charges for those additional rooms will be added to the overall amount, unless hiring the entire venue.



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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. 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 cost £350. Such requests must be discussed with the management first.
4. Confetti, glitter, small plastic baubles or anything of a similar nature is strictly prohibited.
5. All food, catering equipment and decorations must be removed at the end of the night, save for any agreements made with the management staff.
6. The bar is licenced until 12am. Music must finish at 12:15am. The premises must be vacated by no later than 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. 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: _____