



# **Sir Bobby Robson Lounge**

## **VENUE HIRE TERMS & CONDITIONS**



### **Booking & Securing a date**

We are unable to facilitate provisional bookings due to demand. An upfront room hire charge is required to secure your date.

### **Booking Fee / Damage Deposit**

The full room hire amount needs paid to secure the room, and then 7 days before your event a £100 damage deposit will need paid. The £100 damage deposit is refundable 24 hours after the event at management's discretion.

Should you need to cancel your booking, your booking payment will be refunded as long as 31 days notice prior to your booking is given.

### **Damage to venue**

It is the responsibility of the Party organiser/lead guest to check and report any damages to building, fixtures or fittings (if any) prior to your party commencing. A full or partial refund of security deposit, may not be paid, in the case of any damages or graffiti to building, fixtures and/or fittings that have occurred during your private function booking.

### **General Conduct and Behaviour**

Management reserve the right to stop any function if there is persistent unruly behaviour, fighting and/or drug use. No refund of any security deposit may be processed, in the event of a function being terminated for these reasons.



### **Consumption of alcohol and/or soft drinks during any private function**

Beverages, Alcohol or otherwise, which have not been purchased from the SBRL, during on sale hours, are not permitted to be consumed on the premises.

### **Access Times for decorating/set up**

Access Times must be confirmed when booking. 1hr prior to event is set FOC, however if any longer is required the room hire rate £25ph will apply.

We may or may not have to call to change the access time due to other possible bookings. SBRL endeavour to give reasonable notice where required of any changes.

### **Decorations**

Confetti, table confetti, party poppers, sparklers and fog machines are not permitted for use at any time. Any pictures or banners may only be fixed, to mirrors or ledges, using blu-tac only. We ask that decorations are not fixed or placed on the walls or light fittings.

### **Challenge 25 Policy**

We operate a challenge 25 policy, whereby anyone who appears to be under the age of 25 years old will be asked to provide photographic identification. Photographic identification must be the valid original copy. We do not accept photographs of Identification. Identification accepted are Valid Passport, Driver's License or Provisional driving licence.

### **Catering**

Buffet Service information / Self Catering functions are provided. Details upon request.