

## Mechanics Institute Eccleshill – Room Hire

### **Room Booking (where licensed bar is required) – supplement to main booking form**

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When booking a room at Mechanics Institute, Eccleshill, where alcohol supply and consumption is expected, the applicant must observe the following conditions and, in signing this form, accept them in full:

1. Music (live or otherwise) must stop no later than 11pm – without exception
2. Alcohol will stop being served no later than 11pm (or 10:30pm on a Sunday)
  - a. Note: last orders will be called at 10:45pm (or 10:15 on a Sunday) latest in order to facilitate on-time closure of the bar
  - b. Guests must vacate the premises no later than 11:15 (or 10:45 on a Sunday)
3. Bookings for events that require alcohol sales will be subject to Eccleshill Community Association Ltd (ECA) Board Approval
4. There is a zero tolerance of illegal drug / substance use by any guest at an event held at Eccleshill Mechanics Institute and anyone suspected to be under such influence will be asked to leave, immediately, or refused entry. Failure to leave will result in the police being called, without exception
5. Anyone found to have consumed alcohol to unacceptable excess will be refused further alcohol.
  - a. Where necessary, in the event of anti-social behaviour, they will be asked to leave the premises – refusal to leave will result in the police being called, without exception
6. Children are welcome to attend events. However, the following conditions must be complied with:
  - a. Children must be accompanied by one or more responsible adult, at all times
  - b. Children must NOT be present at the bar
  - c. Children will NOT be served anything at the bar (including non-alcoholic drinks or snacks). Purchase must be by a responsible adult.
7. Anyone suspected to be under-age for alcohol purchase / consumption will be requested (under legal obligation) to produce photo identification as proof of being over 18.
  - a. We will always apply the ‘challenge 21’
8. As a condition of booking the room with a licensed bar, there must be a deposit of £250 paid (cleared funds), at least 14 days BEFORE the event. The deposit will be returned in full, within 14 days after the event (refunded to the applicant’s nominated bank account) , unless:
  - a. At any time, during the event, it is deemed necessary to call the police to avoid reputational damage of the Mechanics Institute – in this case, the full deposit will be retained.

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- b. There is damage caused by attendees at the event. IN this case, the cost of repair will be deducted from the deposit
  - c. The level of waste / litter / debris left exceeds that which normal cleaning covers. Here, the cost of extra cleaning will be deducted from the deposit
9. Guests are only allowed to consume alcohol purchased on these premises
10. Guest must leave, after events, in a quiet, considerate and orderly manner, respectful of neighbours
- a. This is important to safeguard the reputation of this Community Centre

**Please note:**

- If, during any booked event, the management feel that behaviours are not consistent with the above conditions, then music and alcohol service will be terminated, and guests will be asked to leave
- CCTV will be in operation for the safety of all concerned.

In signing this (licensed bar) booking form supplement, the hirer accepts all conditions above.

Name

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Bank Account Number .....

Bank Sort Code ..... / ..... / .....

Signature .....

Date ..... / ..... / .....