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# BLACKHILL & DISTRICT

## COMRADES SOCIAL CLUB & INSTITUTE LIMITED

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RIDLEY STREET BLACKHILL CONSETT CO. DURHAM DH8 8TT REGISTERED NUMBER 12989R VAT NUMBER GB175819624  
BAR: 01207 502315 GENERAL ENQUIRIES & AVAILABILITY  
DUTY MANAGER: 07484032425 – APPOINTMENTS & CONSULTATION [mail@blackhillclub.co.uk](mailto:mail@blackhillclub.co.uk)  
OFFICE 01207 654160 BUSINESS & FINANCE [blackhillcomrades@yahoo.co.uk](mailto:blackhillcomrades@yahoo.co.uk)

Name – \_\_\_\_\_

Address- \_\_\_\_\_

\_\_\_\_\_

Event date- \_\_\_\_\_

You MUST read through all the enclosed information carefully, then sign to confirm you have understood, and are happy for yourself and anyone attending the event either as a guest or someone helping you set up, or providing a service, to adhere to the following rules.

### Rules & Conditions of Booking

1. Please confirm the time you will be arriving to decorate? (2 hours prior to the start of your event, **this time MUST to suitable to staff availability**)

Time \_\_\_\_\_

2. Please confirm guest arrival time, please note your five hour hire will start from the time given, even if this is NOT the time you arrive
3. All rules, stated on your Booking Form always apply. And all attendees to your event MUST comply with any Covid-19 guidelines that may still be in force at the club at the time of your event, these guidelines will be on display in the premises and on our website/ social media, anyone who does not follow said rules will be warned, and if repeated will be asked to leave.
4. Any damage found to be caused by yourself or any guests at your function will incur a charge for the full cost of repairing any damage. A letter, invoice and evidence will be sent to the named above.
5. Blackhill club operates an under 25 policy please ensure all guests are aware if staff think they look under 25 they will be asked for ID.

6. Children attending the function are restricted to the room booked; ALL CHILDREN must be escorted to the toilets, as the club open to the general public we cannot be held responsible for un-supervised children.
7. Anyone arranging third party contractors for their event (Bouncy Castles, DJ, catering) it is your responsibility to make sure the necessary CRB checks or insurances are in place. Blackhill club will not be held responsible any accidents or incidents related to those persons or passing on any payment due. We may also require a disclaimer to be signed for some activities. While bouncy castles and soft play are allowed, Ball Pools/ Pits and Chocolate fountains ARE NOT permitted on club premises due to the health and safety of customers and staff.
8. The club is NOT currently licensed for anyone to drink alcohol outside. Unless in the designated garden area, and MUST be in plastic glasses only.
9. Electronic cigarettes are not allowed to be used anywhere within the club.
10. Payment terms are as laid out on booking form and are required before the dates stated in this letter.
11. We will contact the person named on booking form prior to function to confirm numbers etc. All day weddings we will meet up with the persons named on the booking form at least once to confirm your personal requirements prior to the event.
12. We no longer allow real candles to be used on the premises. We also do not allow Confetti on the tables or confetti or powder filled balloons. Anyone bringing these will be asked to remove them prior to the event starting ( Please ask for full decoration rules on the day of your event)
13. Anyone supplying or arranging their own catering is solely responsible for serving and clearing away. Food must be ready prepared before bringing to the club; we are not able to heat or cook anything on our premises due to food hygiene regulations and insurance which only covers our own staff. All equipment/serving dishes, cutlery etc. must be provided by you. You are responsible for the removal of any trays/bread baskets used for transportation; they cannot be left on club premises, likewise if you use a helium canister for your balloons you must take it away with you. **No items can be left at the club prior to your agreed function start time or after your agreed function finish time, unless discussed and authorised with management prior to your function date, This does NOT include food, all food and food related items MUST be removed at your function finish time, any decoration or equipment arranged to be left MUST still be packed away by yourselves and moved into a storage place arranged with the club. All decoration and any equipment that does not belong to the club that is left without prior arrangement will be put into black bags and put outside.**
14. Any person/persons on pub-watch or barred from CIU clubs will not be allowed onto club premises this includes private events. Any persons under 18 years of age must be supervised at ALL times during your function, and must stay within the room you have hired for private use, as all other areas are open to the public and are strictly over 18's only. If this is not adhered to, we may end your function early or ask those responsible to leave the premises; also any damage caused by unruly behaviour will be chargeable. Our garden/decking area is now open to the public, this is a community project for everyone to use, so please read notices and use this area with care and respect and for others also using the area.

15. All drinks MUST be purchased from the club, any drink being brought in must be agreed with Management prior to your event and a corkage fee will be charged, any alcohol been given as raffle prizes must only be given at the end of your function, and cannot be consumed on the premises

16. Blackhill has a Zero tolerance for any abusive behaviour towards any staff or committee, anyone seen to be breaching this rule will be asked to leave the premises immediately and may be subject to further disciplinary from the club or Pubwatch

If you have any questions about any on the above rules or would like to request a copy of any current guidelines, please do not hesitate to ask.

NAME: (to be printed) .....

Date: .....

Signature .....