

Firstly, we want to make sure you aware of what your Function room hire includes, what you can expect from us & what we expect from any businesses you arrange to come on to site.

The following does not include any extras you may have booked.

You have sole use of the Function Room situated off the bar/lounge area. The Bar/lounge area is still open to members and public, but you will very often have the place to yourself, but numbers of members/public can vary, if you have any concerns at all with this please speak to a member of the team at HRC.

We provide enough large rectangular tables and chairs to fill the function, if different options are required either speak to the HRC team or try Hampton Hire Hereford.

The bar will be open and staffed between the start time and 30 minutes before the finish time agreed at booking.

Access times for setting up for events are agreed at booking, please check your booking form for a reminder of what time was agreed at the time of your booking. If you feel the agreed setup time does not suit you anymore then please contact the HRC team urgently.

Our staff will do most of the clearing up at the end of your event, leaving you to enjoy the party for as long as possible. We do however expect businesses to clear away their waste/equipment within the time agreed before the event. Normally within 1 hour of the finish time, please make sure they are aware of this and if they have any questions, they are welcome to contact the HRC team directly.

By law we must adhere to a challenge 25 Policy.



As a result if you have any guests who are over 18, planning to drink & fortunate enough to look under 25 then can you remind them to bring their ID (driving licence or Passport).

If asked and they can't provide ID they will not be allowed to consume alcohol. It is also illegal for our staff to allow an adult to purchase alcohol on behalf of anyone we suspect of being under the age of 18.

Our staff must abide by the terms of our licence, as a result HRC reserves the right to refuse entry or service.

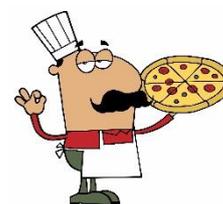
## When decorating areas of the club house we ask you remember the following

1. Please only use blue/white tac on any painted surface.
2. We do not allow the use of table confetti directly onto wooden tables.
3. Ensure fire exits are not blocked and items do not cause a trip hazard.
4. Real Candles are not allowed apart from their use on cakes.
5. Be safe – step ladders are available don't stand on the furniture.
6. When hanging bunting etc from ceiling in function room try and tuck end of bunting under the panels or using hooks and NOT tape etc.
7. When hanging bunting, balloons etc from ceiling in bar area items can be attached to fittings such as blinds etc but NOT to paint work and NOT to the large white rectangular panels



Any businesses eg bouncy castles, bands, discos, caterers etc working on site will need to provide before the event a copy of their Public Liability Insurance and a PAT testing certificate for any electrical items. Copies can be sent to [events@herefordrc.co.uk](mailto:events@herefordrc.co.uk)

Remember to check exactly what your chosen catering company provides e.g. staffing to serve food and clear up plates etc. We provide free of charge banquet roll for the tables, if you want linen table cloths its worth checking with your caterers to see if they can arrange these, our biggest tables are 8ft x 2.5ft. Hampton Hire Hereford is great for this. Use of the kitchen is not automatically included in the Function room hire, if you or your caterers require this please speak to the HRC team as there may be an extra charge.



Any questions ring the team on 01432273915 – Detailed terms & conditions can be found at [www.herefordrc.co.uk](http://www.herefordrc.co.uk)