

LONDON MARATHON SPORTSGROUND

**LONDON MARATHON SPORTSGROUND
FOREST ROAD HAINAULT
ILFORD ESSEX IG6 3HJ**

TELEPHONE 0208-500 3486

FACSIMILE 0208-500 3777

WEBSITE www.londonmarathonsportsground.co.uk

FUNCTION HALL BOOKING FORM

BOOKING MADE BY: _____

ADDRESS: _____

TELEPHONE : _____

MOBILE _____

E MAIL _____

CLUB OR ASSOCIATION : _____

DATE OF HIRE: _____

TIME OF HIRE : _____

TYPE OF FUNCTION : _____

HIRE FEE £.....

REFUNDABLE DEPOSIT £.....

TOTAL FEE £.....

DEPOSIT £.....

BALANCE DUE £.....

BOOKING CONFIRMED BY : _____

DATE : _____

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Function Hall hire terms & Conditions

A minimum deposit of £100 must accompany this form to secure a booking, any deposit paid is non refundable. Balance of hire fee to be paid not less than 14 days before the date of the hire. Any cancellation by the hirer less than 14 days from the hire date will be liable to pay the hire fee in full.

In some circumstance a further refundable deposit of £100 is to be paid with the balance, which will be refunded after the hire period subject to there being no damage, vandalism or misuse of the premises.

Please note this deposit will also be non refundable if it is found alcohol has been brought into the premises during the hire period without permission.

Unless previously agreed, no food or drink to be brought onto the premises, any person doing so may have the items confiscated and may be ejected and the function liable to be cancelled.

Please also note it is a criminal offence for anyone under 18 consuming or attempting to buy alcohol, it is also an offence for anyone over 18 buying or attempting to buy alcohol for consumption by someone who is under 18

Our staff are trained to ask for ID if they suspect a customer is under 18 and attempting to buy alcohol at the bar, we therefore suggest when inviting your guests they are informed that they should bring ID if they look under 21

The Hirer is responsible for the conduct and behaviour of their guests

When leaving after the function we would ask that guests respect our neighbours by leaving quietly Our staff will gladly call cabs, which are normally here within 15 minutes

The London Marathon sports ground management reserve the right to refuse or cancel any booking at any time and only be liable to refund any monies already paid

Our staff will be pleased to assist you to ensure your function is a success and if you have any concerns prior to the function please do not hesitate to contact us.

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