

FUNCTION ROOM RENTAL AGREEMENT - THE STATION PUB

1. Booking and Securing the Date

1.1 Holding the Date: The Station will hold the requested date for 72 hours without deposit. If another party expresses interest, you will be contacted to confirm the booking with a deposit. If the deposit is not received within this timeframe, the date may be released.

2. Payment Terms

Standard Booking (Room Hire Fee £250.00)

- **Booking/Security Deposit: £100.00** (Due on confirmation, acts as security under Clause 3.2)
- **Room Hire Fee Balance:** £150.00
- **Total Due Before Event:** £250.00

18th Birthday Booking (Room Hire Fee £300.00)

- **Booking/Security Deposit: £100.00** (Due on confirmation, acts as security under Clause 3.2)
- **Room Hire Fee Balance:** £200.00
- **Total Due Before Event:** £300.00

2.1 Payment Method: The booking cannot be 100% confirmed until the **£100 Booking/Security Deposit** is paid. Payment can be made in person (cash/card) or via bank transfer.

2.2 Balance Payment: The remaining Room Hire Fee balance and any additional fees (e.g., External Catering Fee) is due at least **seven days** prior to the event date.

3. Deposit and Security Refund

3.1 Cancellation Policy: The **£100 Booking/Security Deposit** is only fully refundable if cancellation is made at least 14 days prior to the booking date. If The Hirer cancels within 14 days, the deposit is forfeited.

3.2 Post-Event Security Guarantee: The full **£100 Deposit** will be returned after the event provided all conditions are met. If there is a breach of conduct, damages, or failure to meet the cleaning obligation (6.3), a deduction will be made. **A maximum of £50.00 of the deposit will be withheld specifically for failure to meet the cleaning deadline or rules.** Any damages exceeding the £100 deposit will be invoiced separately.

4. Buffet and Food Arrangement

4.1 Pre-ordered Food: Final confirmation of menu and guest numbers is required at least 7 days before the event date.

4.2 Allergies and Dietary Requirements: The Hirer must inform The Station of any allergies or dietary requirements within the guest list.

4.3 Bringing Your Own Food (External Catering Fee): The Hirer is permitted to bring their own food for the event, provided they pay an **External Catering Fee of £30.00. This fee does not apply to celebration cakes (e.g., birthday or wedding cakes).** The fee must be paid along with the remaining balance (Clause 2.2). The pub accepts no liability for any food brought in or stored by The Hirer.

5. Decorating the Room

5.1 The Hirer is permitted to bring in and set up decorations. Any items not collected will be disposed of.

5.2 Items requiring collection must be collected the next day before 3:00 PM.

5.3 Decoration Rules: The use of **double-sided tape is strictly prohibited** on all surfaces. **Confetti** may only be used on the condition that it is **fully and completely removed** by the Hirer as part of the Cleaning Obligation (6.3).

6. Use of Premises and Conduct

6.1 Rental Timings and Departure: The rental period ends at **00:30 AM** (midnight thirty). **All guests must vacate the premises by 01:00 AM.**

6.2 Fire and Smoke Prohibition: **The use of open flames, candles, fireworks, smoke machines, or any smoking is strictly prohibited** within the Function Room. Violation of this rule constitutes a breach of contract and results in **immediate termination and full retention of £50.00 of the deposit.**

6.3 Cleaning Obligation (Your Guarantee): The Hirer is responsible for clearing all decorations, refuse, and belongings by **3:00 PM** the day following the event. (The Station reserves the right to require an earlier deadline, which will be communicated with plenty of notice). **Failure to meet this deadline or if the room requires cleaning beyond standard sweeping/wiping will result in the retention of £50.00 of the deposit.**