**Contract for Members and Reciprocal Members Private Functions**

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| **Date of Event Time (i.e 7pm for 730pm)** |  **Name of Event**  |
|  **Organiser’s Name**   |  **Member’s (Sponsor) Name and Club Affiliated**   |
| **Telephone** **Daytime:** **Evening:** **Email:**   |  **Invoice Address**  |
| **Rooms Reserved**   | **Numbers Attending** **Minimum: Maximum:**  |
| **Menu Selection**          **Vegetarian / Special Requirements**  | **Pre-dinner/lunch drinks arrangements** ( ) Drinks included on account ( ) Cash bar ( ) Offer a full bar ( ) Offer Club champagne and soft drinks ( ) Offer Club wines and soft drinks ( ) Other (Please specify below)**Wine Selection and After Meal Drinks**  |
| **Stationery Required (no extra charge)**Menus: Yes No Menu Title: Table Plan (if yes please ask for a blank plan): Yes No Place Cards: Yes No | **Event Extras (Flowers, PA System etc.)**  |

**I hereby confirm the above reservations and accept the Terms and Conditions of Hire overleaf**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On behalf of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Rules Applying to Functions**

1. The Hirer shall be responsible for any damage caused to the Carlton Club clubhouse, furnishings or furniture and equipment in it by the willful acts or default of the Hirer or the Hirer’s guests by reason of the function. They shall pay the Club, on demand, the amount reasonably required to make good, remedy or replace any such damage.

2. The Hirer is responsible for informing all guests, by including a prominent notice in invitations or programmes, that they will be expected to respect the peace of the neighborhood, especially by leaving the Club quietly at the conclusion of the function.

3. The booking of a function does not enable the Hirers guests to use or enter the Club at any time other than the specified hours of the function, unless prior permission has been given by the Secretary of the Club.

4. The standard of dress required from Members and their guests using the Club is as follows:

Gentlemen: Tailored Jacket, Formal Trousers together with a Collared Shirt and Tie (No Cravats)

Ladies: Business/Formal Wear (No Jeans)

5. For security reasons an alphabetical list of those attending must be supplied to the Banqueting Team who will ensure it is passed to the Front Desk prior to the event. The Club reserves right to refuse entry and the right to remove any guest whose behavior is unsatisfactory.

6. Guests must remain within the specific area of the function and must not disturb Members’ use of the Club.

7. Photographs may be taken only in the area reserved for the function.

8. All decoration must be agreed by the Assistant Secretary. Adhesive tape may not be used on walls. No aerosols of any description may be used.

9. Confetti must not be thrown inside the Clubhouse. Please inform your guests.

10. As per Bye-Law 23, mobile telephones are not allowed inside the Clubhouse.

**Terms and Conditions**

**1. NO PUBLIC FUNCTIONS**

The Carlton Club may only be used for private functions and therefore, any organiser arranging a function at the Carlton Club may only distribute tickets by invitation and on no account are such tickets to be made available to the general public by any advertisements in the media or any other means.

**2. NUMBERS**

The number of people invited to the function must not exceed the maximum number stated by the Carlton’s Banqueting Team. If numbers fall below the contracted minimum, in the case of a package being used, the Club reserves the right to review the terms of contract. Final numbers are required 7 working days before the event, any changes to these numbers must be advised 48 hours prior to the event taking place. All additional increases will be charged for, however we cannot except decreases in numbers at this late stage without a charge being incurred. This charge will be the full menu/package cost per person.

**3. INVITATION**

For anything other than a purely private function the format of the guest invitation should be discussed with the secretary and provided for proof reading.

**4. GUIDANCE NOTES FOR THE HOSTS OF SPONSORED LUNCHES AND DINNERS HELD AT THE CARLTON**

The Carlton welcomes lunch and dinner parties sponsored by our members. For your guidance the events organised by the club start with grace and finish with the loyal toast. For those events sponsored by members, and when speeches are made, a reference is usually made to the sponsor and staff thanking them for their assistance

**5. PAYMENT**

Terms of payment are within 14 days of the invoice date, the invoice will be sent via email unless stated otherwise. Cheques should be made payable to the Carlton Club London Ltd and sent to the Club accountant. A query on an invoiced item shall not affect immediate payment of other outstanding amounts. A 3% surcharge with be added for payments made by Credit Card. Interest will be charged at a rate of 2.5% per month on amounts remaining unpaid at the end of four weeks after the invoice date. Payment by cheque is favoured and, whilst credit cards may be used, Visa and MasterCard are preferred.

**6. CANCELLATION CHARGES**

A percentage of the estimated cost of the function as booked will be charged to the hirer in the event of a cancellation using the following scales:

8 weeks before function 10%

4 weeks before function 25%

Within 7 working days of function 50%

Within 3 working days of function 100%

**7. LICENCING**

The permitted sale of alcohol within the Club is as follows:

Monday- Sunday from 7am until 1am. Monday – Friday (Terrace Area) 10am until 11pm and from 12pm until 11pm on Saturday. There is no access to the Terrace on Sundays.

**8. OPENING HOURS**

The Carlton is open from 7am until 1am Monday – Sunday. The weekend events are on an exclusive hire basis.