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## **The Hidden Gem**

### **LLTSC Room Hire Terms and Conditions**

#### **Permission to Hire**

1. Hire of the Hidden Gem is permitted by LLTSC Tennis, Squash or Gym members for their own event, and they must have held their membership for six months or more. Room Hire is not available to Social Members.
2. Hiring on behalf of other members or non-members is strictly forbidden under any circumstances. LLTSC reserves the right to refuse to hire the Hidden Gem or cancel a booking if it believes this rule has been breached.

#### **Venue**

1. The function hire includes only our downstairs areas of Foyer, the Hidden Gem bar, Member Kitchen (and Patio in summer) and Toilet Facilities.
2. Access to indoor or outdoor courts is not permitted within this hire agreement.
3. The maximum capacity is 80 people (a combination of standing and seating).
4. We will try to ensure any specific drinks requirements are provided for – please contact [office@lltsc.co.uk](mailto:office@lltsc.co.uk) 3 weeks prior to your event.

#### **Security Deposit**

1. A security deposit of £125 will be taken in addition to the hire fee.
2. The security deposit will be returned between 3 and 5 days after the function if LLTSC are satisfied with the condition of the venue and providing no neighbour noise complaints have been received.
3. If damages are incurred, the hirer will be contacted or a meeting between LLTSC and the hirer will be instigated and the deposit held with LLTSC.

#### **Alcohol & beverages not associated with LLTSC on the premises**

1. The hirer is permitted to bring up to 12 bottles of Prosecco, sparkling wine or Champagne to provide a welcome drink for guests.
2. The hirer may not bring any other drinks (alcoholic or non-alcoholic) onto the premises for consumption.
3. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be deducted from the security deposit.
4. It is the responsibility of the hirer to ensure their guests adhere to these rules.

#### **Noise**

1. The hirer shall not cause or permit any excessive noise or nuisance to the occupiers of adjacent properties.
2. Any entertainment must not exceed 90 decibels at any time.
3. LLTSC reserve the right to refuse the hirers' entertainment choice.
4. The function room patio doors must be closed at 10pm and kept closed until the event finishes.

**Smoking**

1. The club operates a non-smoking policy. The hirer must uphold this rule and ensure that no one smokes within the confines of the building.
2. The designated smoking area for an event is the outside patio space. It is kindly requested that all cigarette butts are disposed of in ashtrays/bins provided.
3. Smoking is not permitted to the front of the entrance lobby.

**Damages or loss**

1. LLTSC will not be held responsible for any damages or loss to individuals on the night of the function.
2. Should any damages to the fabric of the building, breakages or loss of any equipment arising from the function, LLTSC will discuss with the hirer and recoup the costs through the security deposit or other means, if the damages exceed the security deposit.

**Identification**

1. LLTSC abide by the UK licensing laws and alcohol can only be sold to persons 18 years or older.
2. The hirer shall not encourage or permit underage drinking and shall co-operate with the club to ensure that those underage are not sold, or receive, intoxicating drinks.

**General**

1. No alterations to the club, its fixtures, fittings or services in the nature of posters, advertisements or other such shall be affected without the consent of LLTSC.
2. The emergency exit doors must be kept clear at all times and must not be blocked by any furniture or items associated with the event.
3. An authorised representative of LLTSC will be present in the club at all times and the hirer shall comply with any directions given in relation to the use of the club.