

Private Reception Rooms  
Terms and Conditions  
FAX: 020 7479 7781



Please find our terms and conditions of hire, which should be observed at all times, detailed below:

1. A 15% discretionary service charge will be added to the final invoice on all food and drinks consumed.
2. The Hirer undertakes to ensure orderly conduct by members of their party. Any losses or damage caused to The Club or its property, members of staff, other guests or their property will be the responsibility of the Hirer.
3. The private reception rooms are constantly used for Art exhibitions; these artworks may only be removed in special circumstances which will incur a charge. Some artworks may not be removed from the walls; please take care to avoid damage.
4. All lighting and sound equipment is only to be operated by a member of Staff. Any tampering with the lighting, sound or AV equipment in any of the private rooms is strictly forbidden.
5. The Hirer must be available to liaise with The Club manager at all times during the period of hire. The Club manager will have full authority over the event.
6. Last orders in the private reception rooms will be 12:45am. Guests are to leave the club by 1am.
7. The Hirer must ensure that The Club is vacated at the time agreed when booked. Should you wish to extend your hire period this will have to be authorised by The Manager and an extra charge will be incurred.
8. The Hirer must provide a list of attendees if required. Tickets may not be sold to members of the public for any event in The Club unless prior arrangements have been made.
9. Any goods and items remaining on the premises are left at the owner's risk.
10. Final catering numbers and special dietary requirements must be confirmed 3 working days before the event; any reduction in numbers for catering after the 3 working day period will not be accounted for in the final invoice.
11. The Club cannot accept any liability for incidents or accidents caused by any guest due to the effects of alcohol.
12. The Hirer is not entitled to use any areas of the Club beyond the hired room, cloakroom and restrooms.

