



# Manor Social Club & Ballroom Ltd

4 St Margaret's Green, Ipswich, IP4 2RP 01473 400155



Please read the following terms of hire carefully prior to booking. You may print this information for your reference.

In the unlikely event of a fire, be aware that the Bar Staff have been trained to follow a procedure for evacuating the Ballroom to a suitable assembly point. However, you must conduct your own risk analysis, before the event, to establish any areas which may give rise to the possibility of endangerment. Any concerns must be reported to the Steward or Club Secretary at the time of inspection.

**THE TOTAL NUMBER OF GUESTS MUST NOT EXCEED 200 PEOPLE**  
(You must inform the Steward if any disabled people will attend this function.)

The HALL will be available for setting up during the hours of 11.00am and 2.30pm  
The BAR will be available from 7.00pm to 11.00pm  
Any other arrangements must be made with the Secretary.

If the function is for an **eighteenth birthday party** there must be as many family members present as guests, and the hirer is responsible for ensuring no under-age drinking of alcohol takes place on the premise. Persons may be asked, by staff, for proof of age and may be refused bar service.

A fully equipped kitchen (oven, fridges, plus china and cutlery to cover 120 Guest placing) is available at an extra charge. 120 Goblet glasses can also be hired at a cost of £10.00.

No food may be left on the premises and the Hall and Kitchen must be left in a satisfactory condition. Any buffet tables used, to be assembled by the Hirer, taken down and put away at the end of the Function.

Decorations and bunting may be put up, but only secured by blue tac (or similar product) and **MUST NOT** cover the Fire Door notices.

If the function is **open to the public** there **MUST** be **two registered door supervisors** present, which you will provide.

A wine/champagne selection is available for your order.

*NO drinks of any description are to be brought onto the premises without permission of the Secretary.*

- Disco/Band will finish by 11.15pm (10.45pm on Sunday).
- The Bar is covered by a Public Licence.
- Drinking up time is 20 minutes after time has been called.
- The Ballroom must be vacated 10 minutes thereafter.

**Please ensure guests leave quietly**

The Car Park is available during the following hours ONLY:

Friday from 7.00pm, Saturday and Sunday – all day.

The Manor Club & Ballroom Social Club Limited accepts no responsibility for any damage or theft, either on the premises or in the car park.

Cancellation up to one month before the event will result on a £50 Administration Charge.

Cancellation within one month of the event will result in loss of total amount paid.

Any questions or concerns should be addressed to the Club Secretary, by telephoning (01473) 400155.