



King's Rochester Sports Centre

Function & Conference
Room Hire
2022-2023

King's Rochester Sports Centre, 601 Maidstone Road, Rochester, Kent, ME1 3QJ
T: (+44)1634 818422 Email: enquires@kingssportcentre.co.uk

King's Rochester Sports Centre facilities are available to hire for both members and non-members.

The rooms available to hire are:

Function Room, Conference Room, Sports Hall

Booking Your Function

Upon booking you will have 2 options for payment.

Costs Options:

- Set-Up fee per hour is £27
- Cost of hire per hour is £51.70
- 50% must be paid upon booking.
- Further 50% must be paid 4 weeks prior to the event.
- £150 Damage Bond (must be paid in cash) must be paid 2 weeks prior to the event.

Alternatively;

- Pay £250 deposit (Must be paid in cash).
- This option includes 5.5 hours of function time, including set up.
- For every additional 30 minutes, there will be an additional £25 charge.
- If the Bar spend on the night exceeds £500, we will refund you back the £250.
- £150 Damage Bond (must be paid in cash) must be paid 2 weeks prior to the event.

Important Information

All Functions booked at King's Rochester Sports Centre (KRSC) must have a signed booking form, and a paid damages bond deposit.

The person signing the booking form is deemed to be the hirer of the room. This person must be over eighteen years old.

On receipt of the booking form and deposit, confirmation of your booking will be granted.

The hirer must represent the purpose in which the room will be used. Any misrepresentation may result in a cancellation of your function.

Under no circumstances must the hirer sub-let the room in which they have originally booked.

The hirer must ensure the amount of guests does not exceed King's Rochester Sports Centre's stated capacity of 120 people, 70 of which we can accommodate seated.

The damages deposit will be returned 24 hours after the events start time and following an inspection of the facilities and there being no damage to the Centre whilst the event has taken place. The Sports Centre Manager's decision is final.

A set level for the damages bond will depend upon the type of function and will be discussed upon booking.

King's Rochester Sports Centre has the right to refuse bookings at the Centre at their own discretion.

Deposits will not be returned in the event of the booking being cancelled within four weeks of that booking.

Additional Information

We do not provide catering, however, please do feel free to contact our nominated supplier, and given availability they will be happy to help.

Coco Basil Catering

<https://www.coco-basil-catering.co.uk/>
hello@coco-basil-catering.co.uk
07816605101

We do not provide decorations, however, please do feel free to contact our nominated suppliers, and given availability they will be happy to help.

Wild Balloons

<https://www.wildballoons.co.uk/>
dawnwildey@wildballoons.co.uk
07986 790392

Avndecorations

<https://avndecoration.co.uk/contact-us>
avndecoration@gmail.com
07531513374

We do not provide a DJ, however, please do feel free to contact our nominated suppliers, and given availability they will be happy to help.

Subz Zero Promo

Subzeropromo59@yahoo.co.uk
07771788253

Intention Studio

Mikeyragga29@gmail.com
07940537524

During Your Function - Reasons why your Deposit may not be refunded.

Please read thoroughly.

The hirer must ensure they talk to the manager on shift when wanting to affix items to the walls or ceiling. Adhesives such as glue, pins and sellotape and not permitted. Only Blue tac is permitted. If any other adhesive is used, the damage bond may not be refunded.

We do not permit table top confetti or confetti balloons. Failure to adhere to this rule, will result in no Damage Bond being returned.

The hirer is responsible for all the guests who attend the function. Guests are expected to behave in a sensible manner. If this does not happen the event could be stopped and all guests asked to leave the premises. The damage bond will also not be refunded.

The hirer is responsible for ensuring there are no damages to the Centre. Any damage found will result in the retention of the damage bond and further costs could incur if the damage exceeds the deposit amount. If this does happen the event could be stopped and all guests asked to leave the premises.

Only drinks purchased at King's Rochester Sports Centre can be consumed on the premises, this includes the car park. If function attendees do not obey this ruling the event could be stopped and all guests asked to leave the premises. The damage bond will also not be refunded.

It is illegal for anyone under the age of eighteen to consume alcohol on the premises. If function attendees do not obey this ruling the event could be stopped and all guests asked to leave the premises. The damage bond will also not be refunded.

King's Rochester Sports Centre follow a "challenge 25 policy".

King's Rochester Sports Centre will only accept valid ID under the terms of the licensing act 2003. This will include:

- A valid and in date passport
- A ministry of defense identity card
- A valid full or provisional driving license
- A national identity card issued by a European Union State
- A biometric immigration document

Alcoholic drinks will be removed from anyone caught drinking under the age of eighteen. The individual will then be asked to leave the premises. No refund will be given. If function attendees do not obey this ruling the event could be stopped and all guests asked to leave the premises. The damage bond will also not be refunded.

Illegal substances must not be brought into the Centre. If found, the function will be closed immediately and the individuals responsible will be reported to the police. The damage bond will not be refunded.

Smoking and vaping are not permitted inside King's Rochester Sports Centre. Designated areas are provided outside the building.

If the Shift Manager feels that the Room is left in an unnecessary state, particularly with the floor dirty with litter, the Damage Bond will not be returned.

Fire exits must be shut at all times and free from any obstruction.

Abusive behavior of any kind towards staff or other customers will not be tolerated. The hirer will be informed and required to deal with the situation immediately. If this behavior is widespread your event could be stopped and all guests asked to leave the premises. The damage bond will also not be refunded.

Parking

Please note that there is Car Parking Vehicle Registration System in place in the Car Park. Parking is free to all Sports Centre users, which includes you and your guests. However, this is only applicable with the inputting of Car Registrations details of you and your guests in the Tablet at reception. Whilst we do everything we can to make people aware of this system, it is as much your responsibility to make people aware through your invites or possibly an announcement through the DJ.

Ending of your Function

The bar will close at 11.30pm.

Function guests must leave no later than 30 minutes after closure of the bar.

Guest are required to leave quietly to not disturb the local residents living close to King's Rochester Sports Centre.

Miscellaneous

CCTV operates throughout King's Rochester Sports Centre and is included within most rooms. If the need arises the recording can only be reviewed by Management of the Centre.

All electrical equipment brought into King's Rochester Sports Centre must be PAT tested.

All external suppliers must have Public Liability Insurance (PLI). A copy will be needed for King's Rochester Sports Centre records.

Candles, smoke, foam & bubble machine are not permitted in King's Rochester Sports Centre.

Deliberately setting off the fire extinguisher could result in a fine made payable by the hirer.

King's Rochester Sports Centre are not liable for any items lost or damaged within the premises or in the Car Park.

King's Rochester Sports Centre does not accept any liability for loss or damages to vehicles within the car park.

In the event of the hirer failing to perform any of the obligations within the terms and conditions, King's Rochester Sports Centre reserves the right to cancel your event.

King's Rochester Sports Centre reserves the right to add, waive or relax any of the conditions of the terms and conditions.

I have read, understood, and agreed to the Terms and conditions set out by King's Rochester Sports Centre. Yes/No

Customer Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

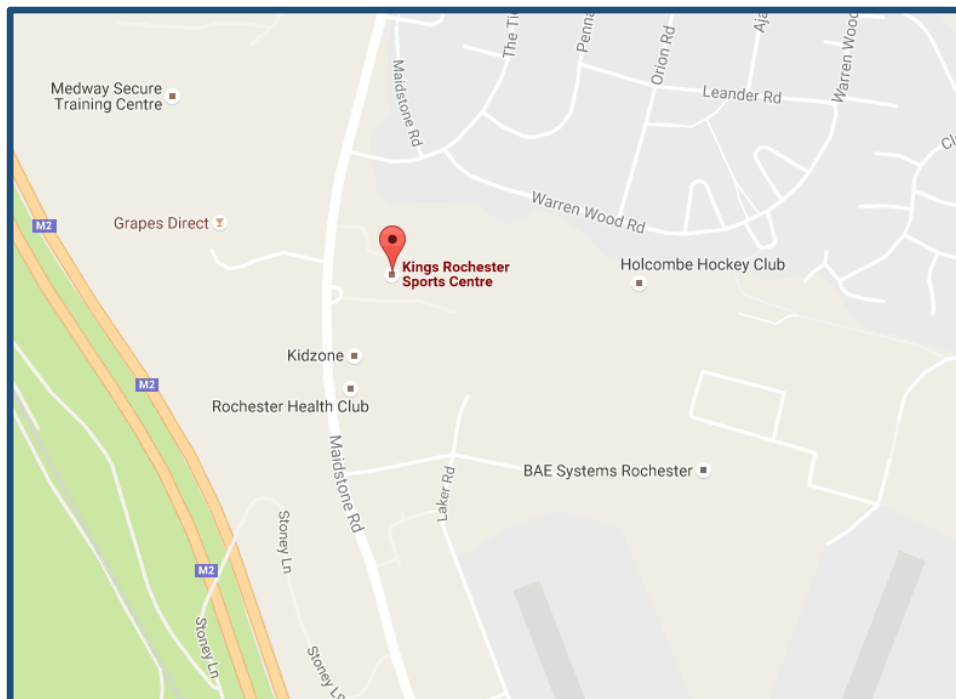
Find Us

Kings's Rochester Sports Centre

601 Maidstone Road

Rochester, Kent, ME1 3QJ

51.3593747, 04979467



Green Travel



From Rochester Train Station

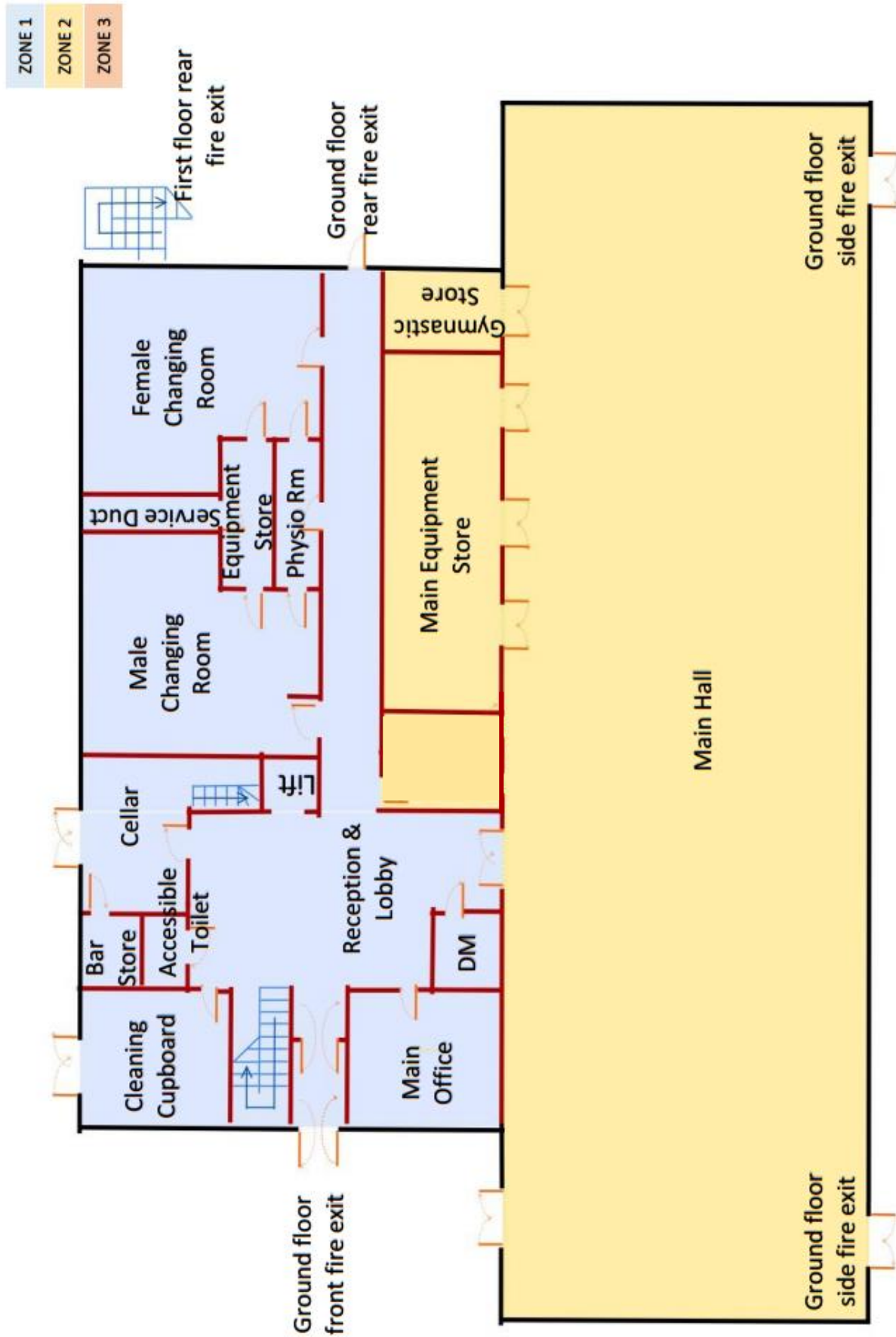
Driving:

- Head south onto Corporation Street/A2 towards Blue Boar Lane. Continue to follow A2.
- Turn right onto Victoria Street/B2097. Continue to follow the B2097.
- Turn left and the destination will be on your right.

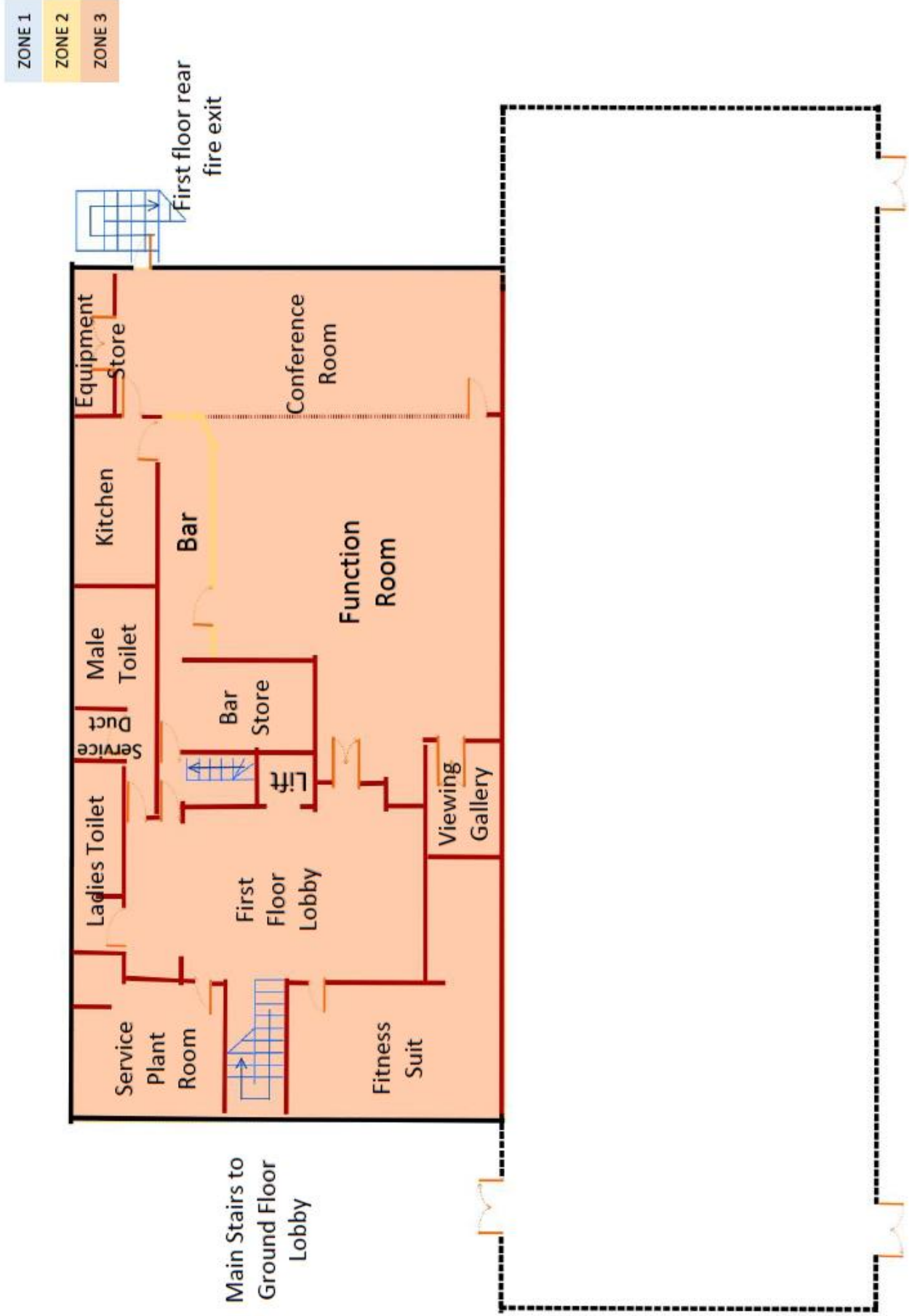
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Bus Route:

Building plan - Ground Floor



Building Plan - First Floor



Function/Room Hire Booking



Hire Type

Date of Booking

Conference _____ Function _____

Company Name (If applicable) _____

Name _____

Address _____

Postcode _____

Phone Number _____

Email _____

Invoice Address if Different from Above: _____

Start Time: _____ End Time: _____

Arrival Time of Guests: _____ Number of Guests (Approx): _____

Room of Layout: _____

Please list any special requirements you may have for your booking, including any specific drinks you would like to see brought in _____

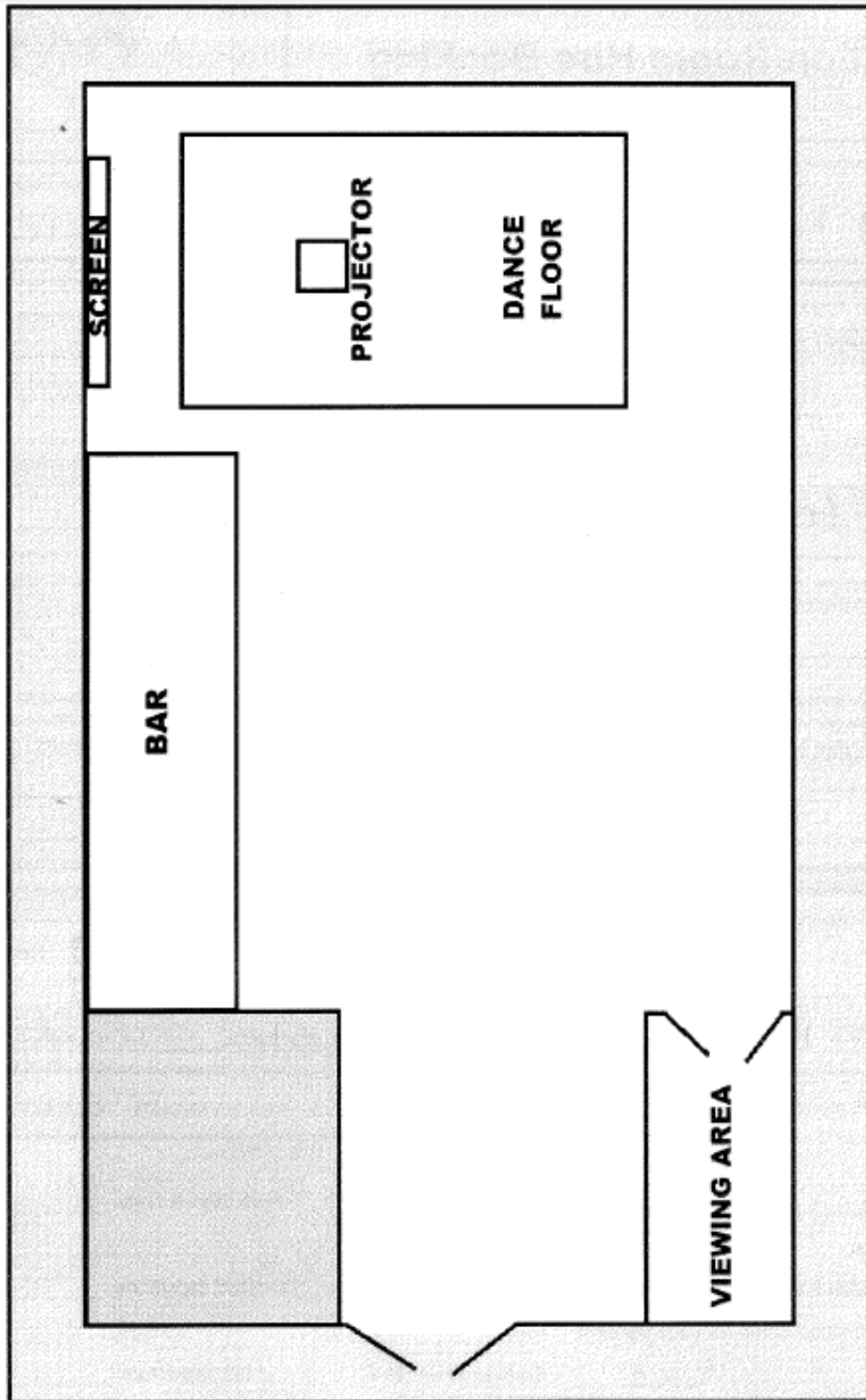
Office Use: Please refer to the Terms and Conditions section Booking Your Function for Price options.

Room Hire Total:	£ _____
50% Deposit Upon Booking	£ _____
Staff and Sign & Date	_____
Or Bar Deposit:	£ _____
£250 Deposit: (Cash Payment)	£ _____
Staff and Sign & Date	_____
Damages Bond: (Cash Payment)	£ _____
Total Cost:	£ _____

I have read, understood, and agreed to the Terms and conditions set out by King's Rochester Sports Centre. Yes/No

Customer Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Number of Chairs required: _____

Number of Tables required: _____

Number of buffet tables required: _____

Extra Requirements: _____

