

# HASA ENTERPRISES C.I.C

**Hillsborough Sports Arena  
Middlewood Road**

**Sheffield S6 4HA  
Telephone 0114 2335310**

Thank you for your recent enquiry regarding our function facilities at Hillsborough Arena.

Please find enclosed an information pack where you will find all the details you need to book our function room. A copy of the full terms & conditions governing the use of the Arena is also enclosed.

The Arena provides an excellent venue for all family occasions, set in the surroundings of Hillsborough Park we have a fully licensed bar, free private car park with CCTV and can offer catering for parties from 60 to 200 guests.

We offer menus for all budgets, however if you require a menu to your own specification please do not hesitate to ask as we would be happy to meet your requirements.

Once again thank you for your enquiry we look forward to meeting you soon

## **FUNCTION ROOM DETAILS**

**Capacity:** Minimum Numbers 60 Maximum Numbers 250

### **Room Hire:**

From 7.30pm - 11.30pm-£120.00 (£50/£100 deposit/damage waver)

**Damage Waiver:** £50 (£100 for 18<sup>th</sup> Birthday Parties) the damage waiver will be returned within 7 days after the event provided no damage has been caused and attendance is reasonably accurate to numbers booked.

**Disco- from £115 this is payable in cash on the night**

**Disco Deposit** If booking our disco there is £20 non refundable/non transferable deposit

**Extension:** £50 non - refundable on cancellation of function.

**Buffets:** from £4.50 - £6.00 per head (see attached)

### **PROVISIONAL BOOKING AND DEPOSITIS**

Should you decide to make a provisional booking, this will be held for 14 days during which time a deposit of £50/£100 is required to confirm the booking, the deposit is then held as your damage waver and is return within 7 days of your party,

We require payment for your function no later than 14 days prior to the event, at which time an accurate indication of the number of guests should be given to enable us to adequately staff your event. Should you have to cancel your booking for whatever reason; the deposit/damage waver will only be returned if the cancellation is received in writing 8 weeks before the event.

**CANCELLATIONS/POSTPONEMENTS - 10 days or less prior to the event- 100% of room hire cost less any deposit paid + any DJ non refundable deposits**

### **FUNCTION ROOM LAYOUT**

We will set out the function room with buffet tables and arrange tables and chairs around the room to leave a dance floor in the centre.

### **EXTRA ROOM**

If your party is for more than 120 guests, we will set up the Seminar Room for your Buffet with "quiet tables" for members of your party who want to "get away" from the disco for a while. This will leave more room for your guests to be "comfortable" in the Function Room. If you would like to use the Seminar Room and your party is below 120 guests there will be an extra charge of £25. It may also be possible to use the members bar area please ask for details.

### **ACCESS**

Although your room hire time is 7.30pm till 11.30, it maybe possible to allow you access from 6.30pm. Please telephone the week before the function to check availability. The bar is open to you until **11pm** and premises vacated by **11.30pm**. Please make sure all your guests are aware of the restrictions.

### **DECORATIONS**

#### **Decorations**

##### Banners

It is not possible to decorate the room with banners and pictures, however areas are provided for these purposes please ask staff for guidance.

##### Confetti

You may not use the type of coloured paper confetti found in balloons/ tubes and streamer form as it stains the floor.

## **LICENCE EXTENSION**

It is possible to have a license extension this will give you an extra hour at the bar.

## **ENTERTAINMENT**

As part of our function package the Arena provides a resident DJ who caters for all music tastes. However, it may be possible in some circumstances to use an alternative DJ, you may also arrange for a live band, singer, karaoke or other entertainment.

If arranging your own entertainment we will require a copy of their Public Liability Insurance. Your function will not be able to go ahead if correct insurance is not provided.

## **ALCOHOL**

You are **forbidden** to bring your own alcohol and Soft drinks onto the premises, unless this has been discussed prior to your function.

We do check for identification of any person we think is Under 18 years. The Arena operates a 'Challenge 21' policy. Any person who appears to be under 21 yrs will be asked for identification to prove they are over 18 yrs.

## **DAMAGE AND DAMAGE WAIVER**

All areas of the Arena are inspected by our Duty Manager before and after your function. You can be present at both please arrange this before your function. If any damage is reported after your function your damage waiver will be forfeited. Your damage waver will also be forfeited if numbers attending are significantly lower than those quoted in your final booking.

Also please be aware if we believe sales are damaged through customers supplying their own alcohol your damage waver will be forfeited.

You will be notified about any problems within 7 days of your function, otherwise your damage waiver will be returned to you within the same amount of time.

## **YOUR PARTY WILL BE STOPPED IF:**

- You or your guests are seen or suspected of buying drink's to those refused alcohol, are under age or those who appear to have had to much drink
- You or your guests bring and are drinking your own alcohol. (unless this has been agreed by the management prior to your party)
- Suspected drug taking / dealing on HASA property.
- Damage is being caused to interior or exterior of the building.
- Fight breaks out or any forms of unreasonable behaviour.

## **MONIES WILL NOT BE REINBURSED IF A FUNCTION IS STOPPED**

*Please Note- Even if your party is not stopped any of the above will affect your damage waver*

## **CHILDREN**

Children **MUST** be supervised by adults at all times throughout the function.

## 18th BIRTHDAY PARTY

***If you are booking a birthday party for an 18th Please read the following carefully***

- **Damage Waiver:** A damage waiver of £100 is required on booking your party. As per our terms and conditions this will be returned 7 days after your party.
- **Glasses:** There is a £10 fee for Plastic glasses.
- **Booking:** 18th MUST be booked by a parent/guardian of the 18 year old. An original birth certificate and photo ID i.e. passport, driving license will be required on booking an 18th Birthday party.
- **Adult Presence:** There must be adequate adult presence in attendance at an 18th party. We recommend that 30% be over 30 years of age.
- **Challenge 21:** To avoid embarrassment please notify all guests under 21 years of age are to bring proof of age. Please ask staff for current list of acceptable forms of ID.
- **Alcohol:** You are forbidden to bring your own alcohol onto the premises. This will be confiscated.

### YOUR PARTY WILL BE STOPPED IF:

- You or your guests are seen or suspected of buying drinks to those refused alcohol.
- You or your guests bring and are drinking your own alcohol.
- Suspected drug taking / dealing.
- Damage is being caused to interior and exterior of the building.

*Please Note- Even if your party is not stopped any of the above will affect your damage waver*

SIGNATURE..... DATE...../...../.....

NAME IN BLOCK LETTERS.....

## SET BUFFET MENUS

For any special occasion, 200 guests maximum. We advise you cater for a minimum of 80% of your guest list and insist on catering for 70% of your guest list  
(The Arena reserves the right to substitute menu items without notice)

### MENU 1

£4.50 per

#### Head

Selection of Sandwiches with assorted fillings  
Ham, Tuna, Egg Mayonnaise and Cheese  
Sausage Rolls  
Pork Pie  
Selection of Nibbles

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### MENU 2

£5.50 per Head

Selection of Sandwiches or  
Platter of Assorted Meats  
Bread Rolls with Butter  
Cheddar Rolls  
Spring Onion & Cheddar Pick Ups  
Vegetarian Platter  
Onion Rings & Potato Bites served with Salsa & Garlic Mayonnaise Dip

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### Menu 3

£6.00 per Head

Selection of Wraps, typical fillings include  
Tuna, Salad & Mayo Egg Mayonnaise with Chives & Peppers and Assorted Cheese  
Savouries  
Spring Onion and Cheddar Pick Ups  
Vegetarian Platter  
Onion Rings, Potato Bites Vegetable Nuggets served with  
Salsa & Garlic Mayonnaise Dip

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## HOT BUFFET OPTIONS

### MENU 5

£5.00 per Head

Pea & Pie supper

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### MENU 6

£3.50 per Head

**Selection of Jacket potatoes**  
Served with  
Grated cheese  
Baked beans

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### EXTRAS

All SERVES APPROXIMATELY 20

- FRESH FRUIT KEBABS from £10.00
- An Assortment of Seasonal Fruits
- Large pot of Chilli Con Carne with Tortilla Chips £35.00
- Large Platter of chips £12.50
- Desserts and Pastries from £20.00

**DON'T FORGET YOU CAN ADD ANY OF OUR EXTRA ITEMS TO YOUR OWN CATERING**

# Function Booking Form

£50 £100  
Deposit/Damage Waver

Received:

Damage Waver Returned  
Date

Cheque No.

Today's Date:..... Function Date:.....

Type of Function/Event:.....

Organisers Name:.....

Telephone number .....

Address:.....

.....Post Code:.....

Hired From.....To.....

Approx. Number of guests..... (Final numbers to be confirmed 14 days prior to event)

Total Balance to be paid 14  
days before event

Date:

**Hired Areas:**

Room Hire £120	Seminar Room £25	DJ From £115 to be paid in cash on the night
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**Catering Requirements:**

Own Catering		Menu Choice	Price per Head	No. Required	Total Cost
Yes	No				
Extras					

Total Food Cost £.....

**Extra Requirements**

Item	Price	Number required	Overall cost
Bar Extension	£50.00		
Balloons	£4.00 per table		
Linen	£5.00 per table		
Other			
Total cost of extras			

Payment information	Cost	Item	Date & sign
Cost of hired areas			
Food			
Damage Waver			
Disco deposit			
Cost of Extras			
Sub Total			
Total paid to date		DJ deposit & D/W	
Balance left to pay			
<b>*N.B. less £20 disco deposit if applicable</b>			
Balance left to pay			

I agree to abide by the Terms & Conditions governing the use of  
Hillsborough Arena Sports Association Ltd

Signature..... Date.....