

Private Event Hire Terms and Conditions:

1. All bookings are subject to company approval and will be confirmed in writing by the Entertainments and Events Director once approved.
2. A non-refundable deposit, equivalent to the amount of the Hire Fee, must be made upon booking and any outstanding balance must be paid in full 28 days prior to the event taking place.
3. A fee of £150.00 is levied against any damage caused or additional cleaning required and must be paid no later than 24 hours prior to the event commencing. Should the club be left in a reasonable condition with no damage found this will be refunded within five working days after the event. The hirer accepts all responsibility for any non-accidental damage caused whilst using the premises and is not limited to the £150.00 charge.
4. The hirer accepts full responsibility for the conduct of all attending the event and will be required to eject anyone conducting themselves in a disorderly manner. The hirer is also responsible for ensuring that all attendees leave the premises in a timely and orderly manner.
5. The hirer is not permitted to use the club for private gain or for rehire.
6. The company does not accept bookings for eighteenth birthday parties.
7. Smiffy's Bar will be exclusively for members and their guests only, except when this room is being hired.
8. Children must be always supervised by an adult and must not use the hallways, stairs, skittle alley or Smiffy's Bar as play areas.
9. The company reserves the right to terminate the event immediately, with no refund of any fees paid, should there be any violent or abusive behaviour towards staff, members, or guests of the club.
10. The company reserve the right to refuse entry to any person. Persons who have been refused membership or had their membership suspended or revoked.
11. St James Club (Gloucester) Limited is an active member of Gloucester City Safe / Pubwatch and therefore will not permit entry to a person who is named on Gloucester City Safe database.
12. Smoking or vaping is not permitted anywhere within the club premises. An outside smoking area is provided.
13. The bar staff and company reserve the right to refuse service to any person that they believe to be under 18 years of age, purchases intended for persons under 18 years of age, or intoxicated persons.
14. Unless otherwise agreed and stated, the bar will close at midnight and the entertainment must cease at 00:15 hours. All persons are requested to vacate the club premises by no later than 00:30.
15. Entry to the club will be restricted from 22:30 hours, unless otherwise agreed and stated. No re-admission will be granted after this time.
16. Where the company does not apply for a Temporary Events Notice, a full list of guests' names and addresses invited must be provided to the company secretary fourteen days prior to the event.
17. Admission of guests must be by invite / ticket only to prevent unauthorised entry. As part of the booking the company may decide that a door person is necessary, whether it be a SIA registered door supervisor or company member.
18. A corkage charge will be levied on any drinks brought onto the club premises. Any drinks not purchased on the premises found without prior agreement may be removed, disposed of and / or a charge of £15.00 per drink made.
19. St James Club (Gloucester) Limited does not accept any liability for loss or damaged to any equipment or property belonging to the hirer or their guests whilst on the premises. This includes vehicles parked upon the club's premises.
20. The hirer is responsible for ensuring that any Accident, Injury, or Occurrence during the event is reported to the company, preferably at the time, but no later than 24 hours after the event has concluded.
21. The use of aerosol streamers and sprays (i.e. snow, cobwebs etc.), sparklers, pyrotechnics or indoor fireworks are not permitted within the club. The use of confetti is discouraged.
22. The decoration of the room is permitted within reason; care must be taken when affixing decorations to ensure that no damage is caused and that it does not interfere with the intruder or fire alarm systems. Door windows must be left unobscured as part of our fire regulations.
23. Where the hirer provides food, it is the responsibility of the hirer to ensure that all food is cleared away and disposed of at the end of the evening. This includes the removal of plates and food left on any table. Waste food must be placed in the correct bin outside the club.
24. Our insurer will not cover the use of inflatable play equipment, such as bouncy castles, and we will require to see a valid certificate of insurance from the company providing this equipment before it can be used.
25. The company reserve the right to impose further conditions of hire or restrictions that are not included above, these will be notified to the hirer in writing, no later than seven days before the event is due to take place.
26. The hirer and their guests must always adhere to the club rules.

Revised March 2026

