



Function Bookings at Fir Park

By booking a function at Fir Park Stadium you agree to the following terms and conditions:

- In no event will Motherwell Football Club be liable, or accept any responsibility, for any loss or damage, either indirect or consequential, to any personal property arising from use of the function suites at Fir Park Stadium.
- A deposit of £100 is required to be paid to confirm your function booking
- Your deposit will be retained in the event of any damage caused by you or your guests
Your deposit will be retained if excessive cleaning is required after your function.
- You will receive your full damage deposit back after your function if you take our buffet and no damage has been done. You will receive £50 of your deposit back if you decide to bring your own catering and there is no damage to the suite.
- should you cancel your function for any reason within **4weeks of the date** of the function your deposit will be retained, except in exceptional circumstances.
- Payment for any buffets ordered for your function must be made **at least 7 days** prior to the date of the function. If you wish to take any leftover buffet home with you, you must bring your own dishes / Tupperware. You will not be able to leave with the trays supplied by the caterers. If you bring your own catering there will be **no access to the club kitchen.**

The following rules must be adhered to **during your function**: Entry to your function suite will be 6.30pm.

- **No birthday candles**, tea-lights, party poppers or confetti may be used in any of the venues at Fir Park Stadium. This is a fire safety requirement and affects our equipment. Using party poppers or confetti will result in the retention of your deposit.
- Decorations may only be secured with Blu tac – no **drawing pins or sticky tape**
- Please ensure your DJ or band **does not use smoke machines as our fire detection systems could activate.**
- Please ensure that all equipment, decorations, balloons and personal belongings are removed from the venue on the night of your event. **Anything left will be binned.**
- **Guests under the age of 18 must be supervised by adults (over 18). At no time is a guest under the age of 18 to be supplied alcohol. Any guest under the age of 18 who has been supplied alcohol will be asked to leave the premises, along with the person who has supplied the alcohol.**

FIRE REGULATIONS

Should the fire alarm sound during your function, it is **your responsibility** to ensure that **your** guests adhere to the following fire regulations and evacuate the building. Failure to do so will result in your damage deposit being retained. If you hear the fire alarm during your function please evacuate the stadium by either your main entry point or via the nearest fire escape. The muster points are as follows:

Phil O'Donnell Stand - Centenary Suite – Disabled Access / Millennium Suite – No Disabled Access

Fir Park Street opposite side of the road from the stadium

Davie Cooper Stand (Cooper Suite – No Disabled Access)

Knowetop Avenue through the car park gates. Cars cannot be left overnight in the Cooper Carpark.
Please remain at the master point until you advised by a member of staff that it is safe to re-enter the building.

Customer name..... Date of function.....

Customer signature..... Suite booked for function.....