

Withnell Fold Sports and Social Club

Hire of Hall Agreement

Club hire is only available to members

Area(s) to be used:

Date of Booking:

Description of Hire. (e.g. child's birthday party)

Time from

Time to

Member name

Address

Email

Telephone no.

Postcode

Fees

Up to 4 hours

For individuals who have been paid up members for more than 12 months then the minimum donation is £30

For newer members (less than 12 months) the minimum donation is £60

Over 4 hours Extra £10 ph

Terms for hire: (Please initial to show you have understood)

Initial

1. The Club function room can only be hired by members of the club who must take full responsibility for all aspects of the club during the hire period.

2. The member hiring the club shall be responsible for **organising staffing** for the bar, should this be required. As a volunteer organisation, there are no employees to call on. If you are unable to organise bar staff then it may not be possible to open the bar. Only club members are allowed behind the bar and they must have a good understanding of the operations required (particularly changing barrels and using the glass washer). There are many members who have a good understanding of running the bar and all committee members will be willing to help find a suitable person for this task

3. The times booked should be adhered to at all times.

4. The hiring member agrees to **leave the club in good condition**. This includes having cleaned the room and the bar area, emptied and taken away rubbish bins (as we do not have a refuse collection). if the kitchen is used, this must also be left clean and tidy.

5. Bookings should be paid 2 weeks prior to the day of the function.

6. A security bond of £100 may be payable at the time of booking (at the discretion of the committee) which will be refundable on the completion of a satisfactory inspection of the area used after the event.

7. All alcoholic drink requirements must be supplied by the club at all times; No other alcohol may be brought on to the premises.

8. Damage - The hirer will be responsible for the cost of repairing or replacing any items provided by the club, including furniture and fittings, that are lost or damaged and for cleaning of the premises where necessary. In event of this the security bond may be held back to cover these costs. Should any damage occur, it is imperative that the hirer lets a committee member know as soon as possible.

9. Conduct - The hirer will be responsible for the proper conduct of persons using the club. This includes the egress of users in particular. Hirers are reminded that we are a community club and as such have a responsibility to others in the locality.

10. Loss of property - The club does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the club is being hired.

11. Fire Risks - The hirer should make themselves familiar with the fire procedures for the club and inform club staff at the time of booking of any factor which involves extra fire risks.

12. Indemnity - The hirer shall indemnify the club against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

13. Gambling of any kind is strictly prohibited

14. Groups - All groups working with young people should have their own insurance and staff checks e.g. DBS checks. The club takes no responsibility for this and recommends if unsure, seek appropriate advice.

15. Members of the general committee shall have right of entry to the club at any time. Should any such committee member be of the opinion that an event or hire is likely to prove of an objectionable and undesirable nature, they shall have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.

I have read and accept the terms and conditions set out below and agree to pay Withnell Fold Sports and Social Club for any losses or damages incurred during this hire period caused by the hire party.

Signature: _____

Date: _____

Print _____