

**CONTRACT FOR THE PROPOSED HIRE OF A CLUB ROOM**

Little Lever Conservative Club. Fletcher street

Club Emergency Contact phone number .....

Date of application .....Date room required.....

Nature of function..... Please tick box if 18th birthday

**Hirers personal details**

Hirers full name .....

Address.....

Contact Phone Number.....

E-mail address.....@.....

Please Tick room required

Main Function Room  Capacity 120 persons

Green Room  Capacity 40 persons

Elizabethan suite  Capacity 30 persons

Time of event start.....am / pm

Event finish time.....am /pm

Maximum number of persons expected to attend.....

Special requirements request..... accepted / declined

**ROOM HIRE FEES**

Fully paid-up member.....Free

Member please tick box

Non-Member.....£50.00

New Member .....£20.00

Membership yearly renewal.....£10.00

Refundable Deposit.....£20.00 ( see item 3 overleaf )

Would you like our Disco provider to contact you

YES

NO

Would you like our Catering provider to contact you

# Room hire rules and conditions

Snooker tables will remain covered and deemed not in use for the duration of event

## RULES GOVERNING THE SUCCESSFUL APPLICATION OF ROOM HIRE

- 1 Hirer must make themselves known to the steward on arrival and be present in hired room for entire duration of function and should be the last person to leave the room
- 2 All guests must leave hired room at stated time or before if committee request.
- 3 **A deposit of £20.00** is required this will be non-refundable upon damage /or if excessive cleaning is required due to function activities within 7 days at the stewards discretion
- 4 No hirer or guest may smoke except in authorised smoking shelter at rear of club.
- 5 Room must be left in a tidy condition and all hirers belongings removed.
- 6 There will be no illegal, indecent activity, or party/ guest may be asked to leave club.
- 7 All music must be of a moderate volume and must cease at 12pm midnight.
- 8 The hirer acknowledges that the club has no responsibility to provide any equipment
- 9 The hirer is responsible for equipment being used holding current PAT testing cert.
- 10 The hirer and their guests will only have access to toilets and smoking area.
- 11 No Electronic Cigarettes to be used in any room thorough the club

**12 The hirer must not allow their guests, including young children to frequent any other room, or outside area, i.e. on or around the bowling green, or any of the clubs surrounding grounds**

13 The hirer acknowledges that Little Lever Conservative Club cannot be held responsible for any death or injury caused to the hirer of any of their guests and further more the club is not responsible for hirers or guests personal belongings.

### DECLARATION AND ACCEPTANCE OF TERMS OF HIRE

I .....THE HIRER AGREE TO ACCEPT AND ABIDE BY THE CLUBS CONDITIONS OF ROOM HIRE AND ACCEPT ALL RESPONSIBILITY FOR THE CONDITIONS BEING ACCEPTED BY MY INVITED GUESTS

*signed.....*

*A copy of this form will be sent to the hirer as proof of acceptance*

