CONTRACT FOR THE PROPOSED HIRE OF A CLUB ROOM

Club name..... Little Lever Conservative Club. Fletcher street

Club Emergency Contact phone number .....

Hirers personal details

Hirers full name .....

Address.....

Contact Phone Number.....

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

Request to hire room known as :	**Main Function Room**	☐	**Capacity 120 persons**
Please Tick room required	**Green Room**	☐	**Capacity 40 persons**
	Elizabethan suite	☐	**Capacity 30 persons**

Date room required

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

Damage deposit(if applicable) .....Variable

	YES	NO
Would you like our Disco provider to contact you	☐	☐
Would you like our Catering provider to contact you	☐	☐

Room hire rules and conditions of hire

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 be present in hired room for entire duration of function and leave last.

2 All guests must leave hired room at stated time or before if committee request.

3 If a deposit is required this will be non-refundable upon damage / cleaning required.

4 No hirer or guest may smoke except in authorised smoking shelter at rear of club.

5 Room must be left in a reasonably 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 The hirer must not allow their guests to frequent any other room, or outside area i.e. On or around the bowling green, or any of the clubs surrounding grounds

12 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