



APPLICATION FOR HIRE & PAYMENT OF CLUBHOUSE FACILITIES

Regular Hirers

1. Name:
2. Company Name/ Organisation.....
3. Telephone:
4. Email:
5. Start date of hire.....
6. Frequency: (please tick) Weekly / Fortnightly / Term time / Other please specify
7. Day of week.....
8. Time: Start Finish
9. Approximate number of people attending:
10. Is this a chargeable event/ activity
11. Bar facility required. Yes / No
12. Club House Facilities required: Main Hall. / End of Hall / Kitchen / Meeting Room
13. Sports or social member. Yes/ No. (required if using the bar)

I hereby agree to the terms and conditions supplied to me with this form.

Signed Date



Please Note that if booking weekend daytime events sports members may briefly access the kitchen for refreshments.

HIRE CHARGES:

MAIN HALL FACILITIES (including kitchen)

Hourly rate: £45 (minimum 3 hours)

Separate damage deposit £100 to be paid on booking event for non-sports members

END OF HALL/ KITCHEN

Hourly rate: £20 (Minimum 2 hours)

MEETING ROOM

Hourly rate: £20 (Minimum 2 hours)

20% facilities deposit may be requested.

Payment to be paid within two weeks of invoice. Invoices will be sent monthly

Cancelation policy: Sessions may be cancelled with no charge up to 48 hours of notification by email. Full cost if cancelled within 48hours.

If you require further information or require assistance with payment, please contact us at tbtcbar@hotmail.co.uk Addressed to Club Hire adding your name and day of the event as a reference



TERMS AND CONDITIONS FOR HIRE OF CLUBHOUSE FACILITIES

- 1. HIRING:** The hirer is responsible for ensuring that the conditions set out below are adhered to by all their guests.
- 2. CAPACITY:** The capacities of the meeting room (60) and main hall (120) shall not be exceeded. Maximum capacities to include bar & catering staff.
- 3. TIME & PURPOSE:** The clubhouse shall only be used for the purpose stated on the application form. Events must not be advertised as open to the public without prior consent of the company.
- 4. SUB-LETTING:** Under no circumstances shall the hirer sub-let the clubhouse or any part thereof.
- 5. RIGHT OF ENTRY:** Members of St. Albans Townsend Bowling & Sports Club Limited, Townsend Bowls & Tennis Clubs always have access to the clubhouse. This access will be limited to the use of the lounge bar / kettles and cloakrooms during the hiring.
- 6. FIRE EXITS:** The hirer undertakes to ensure that all fire exits are kept clear, that no chairs or obstructions are placed in corridors, and fire appliances are not tampered with or removed from sited positions.
- 7. SETTING UP/ AWAY:** The hirer is responsible for moving any furniture to facilitate their event but **MUST** leave the furniture as found.
- 8. CLEANING:** The hirer shall leave the clubhouse in a clean and orderly condition at the end of the event. Liquid spillages should be cleaned immediately with a damp, not wet, cloth. The floor should be swept with chairs and tables moved to the side of the room, unless otherwise advised by the company representative on duty. The company reserves the right to make a charge of the rate of £20 per hour if this condition is not satisfactorily fulfilled.
- 9. KITCHEN:** Use of the kitchen and its contents is permitted during the hours of a function. By arrangement the kitchen can be used for food preparation prior to the function at an extra charge to be agreed. At the end of the function the kitchen surfaces, sinks and appliances must be left in a clean condition; the cutlery and crockery (if used) replaced in the cupboards; and the dishwasher drained and wiped.
- 10. RUBBISH:** All rubbish must be removed from the premises at the end of the function. Rubbish sacks may be deposited in the Cleanaway bin situated at the rear of the car park.
- 11. LEAVING:** The hirer is responsible for ensuring that guests leave the building quietly at the time agreed.

12. BAR & Music FACILITIES AND LICENCE: The bar is open Evenings 7-11pm. Live music and noise must be minimised and doors and windows closed by 11pm. Bar facilities are available for members and guests during the day upon request and subject to licensing laws. The attention of the hirer is particularly drawn to the legal prohibitions on the consumption of alcohol by persons under 18 years of age. It is the responsibility of the hirer to contact the company representative at least two weeks before the event to discuss specific bar requirements in order that the necessary supplies can be ordered.

13. DISABLED ACCESS: The club has approved facilities for the disabled including a wheelchair lift and disabled toilet.

14. DOGS: No dogs, other than guide dogs are allowed in the clubhouse.

15. PRIVATE PROPERTY: No responsibility can be accepted by the company for loss of, or damage to, any property which may be brought onto the premises, including the car park, as a result of the hiring.

16. CONTROL: The hire is under the control of the company and all requests of the company representative on duty must be strictly followed.

17. CHARGES: The costs of hiring the clubhouse are set out on the attached schedule. The company reserves the right to refuse any application or terminate the agreement at any time for non or consistently late payment.

18 CHANGES IN CHARGES: The company reserves the right to change the charges for use of the facilities after giving one month's notice in writing of its intentions to do so. The hirer shall be entitled to terminate the hiring in writing within one week of receiving the notice of the change, and any deposit paid shall be refunded.

19. DAMAGE DEPOSIT: A £100 returnable deposit is required to cover possible damage and should be paid by separate cheque. The hirer will be advised of any damage immediately after the function. The damage deposit cheque will be returned to the hirer 7 days after the hire, subject to the following: The hirer undertakes to be responsible for any loss, damage or breakage of the club's property of equipment as a result of negligence by themselves or their guests. The cost of making good any such loss or breakage will be deducted from the damage deposit. In the event that the cost of the damage exceeds £100 the hirer will be responsible for reimbursement of the balance to the company.

