

LEYTON CROSS SOCIAL CLUB

14 TREDEGAR ROAD WILMINGTON DARTFORD KENT DA2 7AZ

APPLICATION FOR HIRE

Name of applicant (hirer):

Address:

Telephone No:

Membership No:

Email:

Date of hire:

Time of hire:

Purpose of hire:

DESCRIPTION (ALL HIRES SUBJECT TO AVAILABILITY)	MON - SAT HOURLY RATE	SATURDAY 7.30 – 11pm	SUNDAY HOURLY RATE NOON – 6.00pm
Main Hall Hire (100 people maximum)	£18.00	£150.00	£20.00 Minimum 3 Hours
Main Hall, Lounge & Bar Hire (130 people maximum)	N/A	£220.00 incl 2 bar staff	£40.00 Minimum 3 Hours Incl. 1 bar staff

A non-refundable deposit of £20 to be paid at the time of booking. The balance of the full hire charge is due for settlement no later than 6 weeks prior to the hiring date. This is only refundable in the event of a cancellation at the discretion of the Executive Committee.

Bank Transfer Payments to: Leyton Cross Social Club - Barclays Bank - Account No. 10582689 - Sort Code 20-25-42 ensuring that **HIRER & NAME** is entered as the **DESCRIPTION**, or by Cheque made payable to Leyton Cross Social Club

Hire of the hall will be subject to the “Conditions of Hire” attached. Failure to comply with the conditions will immediately cancel the Hirer’s use of the hall and will render the Hirer liable to legal action.

I agree to the Terms and Conditions attached to this application.

Signature of Member:_____

Date:_____

Please retain a copy of the Terms and Conditions of Hall Hire, and return this form signed and completed together with your deposit to the Secretary: Mrs J Brunell, 29 Tredegar Road, Wilmington, Kent, DA2 7AT: Tel: 01322 291183. Keys to be collected from, and returned to the Secretary.

Important Notice: If proof of any necessary Public Liability when using specialised equipment eg; bouncy castle, is not produced to the Club Secretary before the hire, Leyton Cross Social Club reserves the right to cancel forthwith.

Received Deposit £20. Signed..... Date...../...../.....

Received Balance of £.....Signed..... Date...../...../.....

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TERMS & CONDITIONS OF HALL HIRE

1. The hirer shall comply with all conditions and regulations as provided by any statutory body such as local council, fire and ambulance and health and hygiene if serving food.
2. The rear exit doors and front doors shall be kept closed at all times. There is a ventilation system that you can adjust to suit your own requirements. Radiators must also be adjusted by the main wall thermostat and not individually. All fire doors to be kept clear at all times.
3. The hirer shall not sub-let the premises.
4. The hirer is responsible for all damages to the hall and its fixtures and fittings whilst in occupation. The hirer will be liable for the cost of repair or replacement where necessary. The Executive Committee will determine any costs resulting from damage to the club property or premises. Any such damage to be reported to the Secretary immediately.
5. Leyton Cross Social Club shall not be responsible for any loss, damage or injury incurred to property or persons during the use of the hall by the hirer arising from any breach of the hire agreement. Accidents must be reported in writing to the Secretary within 24 hours of the event.
6. Children are allowed to use the grounds, but not to the annoyance of neighbours. We would respectfully ask that they vacate the grounds by 21:00. Children are not allowed in the bar area.
7. The hirer is responsible for unlocking and locking the hall and gates and ensuring that all doors are locked and lights switched off at the end of hire.
8. The hirer is responsible for the safety and wellbeing of his / her guests at all times. The car park is used at one's own risk, as per notice displayed. The Executive Committee accepts no responsibility whatsoever for any loss or damage incurred to cars parked in the car park.
9. The hall must be left clean and tidy and all rubbish (especially food) must be cleared from the site.
10. No alcohol to be brought onto the premises, except through the club's own licensed bar.
11. The hirer must ensure that any activities for children under 8 years of age comply with the provision of the Children's Act 1989 and that only fit and proper persons have access to children.
12. Any electrical equipment brought onto the premises must have been PAT tested.
13. The Executive Committee is responsible for the management and control of the premises and any authorised member shall have the right of entry to all parts of the hall and rooms let therewith, at any time.

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14.Club rules state that the hall cannot be hired for any profit making events, unless previously agreed with the Committee.

15.It is against the law to smoke in any part of the building.

16.The playground equipment is for the sole use of the Playgroup - and not be used by any hirer.

17.Be respectful of our neighbours and please be quiet when you leave.

18.The bar staff close up at 11.30pm and your entertainment must stop at this time. Your guests must be off the premises by midnight. Arrangements to clear up main hall the next morning may be possible by prior agreement with the Secretary. (lounge and bar not accessible next day)

19.No fireworks or bonfires at any time.

20.Inflatables, eg. Bouncy Castles (indoor maximum height 3m), BBQs or Marquees must be agreed beforehand and proof of Public Liability Insurance provided to the Secretary.

21.The Club does not have a licence for TV equipment.

22.Payment for hire to be made using Bank Transfer. Barclays Bank – Acc No. 10582689 – Sort Code 20-25-42 using HIRE & NAME as description. Or Cheques payable to Leyton Cross Social Club.

£20 Deposit Paid Signed..... Date...../...../.....

Received Balance of £.....Signed.....Date...../...../.....