

# LEYTON CROSS SOCIAL CLUB

TREDEGAR ROAD WILMINGTON DARTFORD KENT DA2 7AZ

## APPLICATION FOR HIRE

**Name of applicant (hirer):**

**Address:**

**Telephone No:**

**Email:**

**Date of hire:**

**Purpose of hire:**

**Membership No:**

**Time of hire:**

**Approx no.**

DESCRIPTION (ALL HIRES SUBJECT TO AVAILABILITY)	MON - FRI HOURLY RATE	SATURDAY 1pm – 11pm (HOURS OUTSIDE OF THESE SUBJECT TO NEGOTIATION)	SUNDAY HOURLY RATE NOON – 6.00pm
Main Hall Hire (100 people maximum)	£19.00	£175.00 (£25ph short rental if within one month – min 3hrs)	£25.00 Min 3 Hours
Main Hall, Lounge & Bar Hire (130 people maximum)	N/A	£240.00 incl 2 bar staff 7.30-11pm	£40.00 Min 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. All cheques to be made payable to Leyton Cross Social Club. Bank Transfer Payments to: Leyton Cross Social Club - Barclays Bank - Account No. 10582689 - Sort Code 20-25-42 – ref: your name.

Hire of the hall will be subject to the “Terms & Conditions of Hall 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 this application and attached Terms & Conditions of Hall Hire, and return original signed and completed, together with your deposit to the Booking Secretary: S. Wilkes, 29 Wilmington Court Road, Wilmington, Kent, DA2 7AT Tel: 07788740470

Keys to be collected from, and returned to, the Booking Secretary, or another named Committee Member by prior arrangement.

**Important Notice: If proof of any necessary Public Liability 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...../...../.....**

**Balance of £..... Required...../...../.....**

**Balance Paid £..... 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. **Hirer must be in attendance for the entire event and take full responsibility.**
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 not be adjusted All fire doors to be kept clear at all times.
3. The hirer shall not sub-let the premises.
4. The premises cannot be hired for any profit-making events, must not be advertised on Social Media, or tickets sold to the general public, unless previously agreed with the Committee.
5. 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.
6. 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. Any accidents must be reported in writing to either the Club Secretary or Booking Secretary within 24 hours of the event.
7. Children are allowed to use the grounds, but not to the annoyance of neighbours. We would respectfully ask that members and their guests keep outside noise to a minimum after 21:00. Children are not allowed in the bar area.
8. 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.
9. 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.
- 10.No alcohol to be brought onto the premises, except through the club's own licensed bar. No underage drinking allowed on the premises at any time, and ID must be produced if requested.
- 11.No recreational drugs allowed on the premises.
- 12.It is against the law to smoke in any part of the building. The area just outside the bar door has been designated as a smoking area.
- 13.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.
- 14.Any electrical equipment brought onto the premises must have been PAT tested. Music to be played at a reasonable level out of respect for our neighbours.
- 15.The playground equipment is for the sole use of the Playgroup - and not be used by any hirer.
- 16.The bar staff close up at 23:00 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 Booking Secretary. (lounge and bar not accessible next day)
- 17.No fireworks or bonfires at any time.
- 18.Inflatables, eg. Bouncy Castles (indoor maximum height 3m), BBQs or Marquees must be agreed beforehand and proof of Public Liability Insurance provided to the Booking Secretary.
- 19.The Club does not have a licence for TV equipment.
- 20.There is a ramp available for use to gain access to the front entrance. (This is kept in the tall cupboard in the kitchen) The ramp is used at your own risk – the club accepts no responsibility for use.
- 21.The hall must be left clean and tidy and it would be appreciated if all rubbish (especially food) is cleared from the site.
- 22.Be respectful of our neighbours and please be quiet when you leave.
- 23.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.

1st January 2024