

Knowle & Dorridge Racquets Club Function Room Booking Form July 21 V2

Booking Name	
Event	
Date	
Time	Start Finish
Approximate Numbers (under/over 18)	
Bar ? YES/NO	Included
Cleaning	Included
Fee (incl. VAT)	

Terms of Hire

- 1 The function room is available for hire, subject to the terms and conditions set out below and the approval of the committee/nominated representative. Evening bookings (from 5.30pm) are available to members only. Day time bookings can be made by individuals/organisations who are non-members subject to committee/nominated representative approval. The function room is not available to hire for private parties under the age of 25. For insurance purposes, the party size is limited to 90 people. Rates are agreed by the Committee and are subject to annual review.
- 2 The individual/organisation representative hiring the room must take responsibility for the event and remain for its duration. The room, bar area and kitchen (if used) should be left in a clean and tidy condition. Hirers are also responsible for ensuring the external area is left tidy, should catering vans be used.
- 3 The full cost of hire is to be paid within 48 hours of booking. Payment can be made by BACS direct to the club account (details provided on request from admin@kdrc.info)
- 4 Bookings cancelled due to unforeseen circumstances may be refundable at the discretion of the committee subject to £20 administration fee.
- 5 The Club has a no smoking policy, smoking is not permitted within any part of the clubhouse.
- 6 All drinks must be purchased from the Club Bar.
- 7 Hirers can arrange for their own catering. However, only appropriately qualified bar staff may operate the bar and these will be supplied by the club, the cost of which is included in the hire fee.
- 8 The cost of hire includes a cleaning charge, and the Club will arrange the cleaning of the premises after the event.
- 9 The Club has appropriate insurance to accommodate the letting out of its function room. Should any damages to the structure, furniture or fabric of the Clubhouse be incurred the hirer is liable to make good at his/her own cost.
- 10 The Club undertakes to encourage members to be respectful of other organisations/activities occurring in the function room. While appropriate signage will be visible, the clubhouse is in constant use by members and they are permitted to use the bar and changing facilities at all times.
- 11 To maintain good community relations, and to comply with our Licence, music must finish by 11.00pm. Last orders are at 11.30pm. The room can continue to be used, but must be vacated by 12 midnight. Please note the Club bar is cashless.
- 12 The hirer undertakes to comply with the above and to comply with the terms of the Club's licence at all times.

I have read and agree the terms of hire

NAME: _____ (“The Hirer”) **SIGNATURE:** _____

DATE: _____

Booking Officer: Annette Hammond