

BIGGLESWADE & DISTRICT CONSERVATIVE CLUB



ST.ANDREW'S STREET
BIGGLESWADE, BEDS
SG18 8BA
www.biggleswadeconclub.com
Info@biggleswadeconclub.com



Booking Ref No.....
Date of Hire.....
Hirer's Name.....
Membership No.....
Booking taken by.....
Date Booking Made.....
Staff Required.....

ROOM HIRE AGREEMENT

This agreement gives to the Hirer a licence to use the Room during the times specified:

Room to be hired: (hereafter known as 'the Room')

Type of Event

Date of hiring:

Time of hire starting:.....

Time of hire closing:

Maximum number of persons using the Room.....

ATTACH COPY RECEIPT HERE

Furniture required:

(Please state requirements if different from standard layout)

Round Tables:.....

Large Tables:

Small Tables:

Tablecloths:..... (£8 each)

Other Requirements (please specify):

.....
.....
.....
.....
.....

I/we agree to the conditions shown overleaf and I/we

accept personal responsibility for this hiring.

Signed: (Hirer)

Date:

Food will be consumed in the Room during this event
(The Club's caterer will contact you to discuss your requirements)

Fees

Bond: £

Hire Fee: £

Linen: £

Total: £

The Committee of Biggleswade and District Conservative Club (the Club) permit

..... (the Hirer)

of [Hirer's home address] telephone
number [Hirer's home/mobile numbers] to use the Room at the
date(s) and times indicated, on the conditions shown overleaf.

CONDITIONS OF HIRE

- 1 This agreement relates to the hire of the Room only. The Club will operate the Club bars during normal trading hours. Any catering arrangements will be handled by a separate agreement with the Club's catering franchisee.
- 2 All fees (see overleaf) are payable in advance.
- 3 Fees and a bond are payable in full on the date of this agreement. In the event of cancellation, the Room hire fee will only be refunded if a minimum of four weeks' notice of cancellation is given in writing. Responsibility for the reclaiming the bond rests with the Hirer and must be made within eight weeks of the hire.
- 4 The Club reserves the right to cancel a booking at any time. If the booking is cancelled by the Club before commencement any fees paid to the Club will be refunded to the Hirer. The Club is not responsible for any other costs incurred by the Hirer.
- 5 The Room must be vacated on time and left in a clean and tidy condition. All the Hirer's equipment and property shall be removed from the Room at the end of the hiring period.
- 6 Smoking shall only be permitted in the areas designated for that purpose in the Club grounds.
- 7 No open fires, candles, or unauthorised electrical equipment shall be used on the Club premises.
- 8 Noise levels must be contained to a reasonable level. After 10.30pm no noise shall be audible in any of the neighbouring properties. The Hirer agrees to comply with any request the Club deems necessary to ensure neighbours are not inconvenienced.
- 9 No betting, gambling, or gaming is permitted on the Club premises except on machines operated by the Club.
- 10 The Hirer must pay for any damage caused to any Club property as a result of the hiring. This may be deducted from the bond. If the bond is insufficient to cover any damage, the Hirer agrees to pay for any damage above the value of the bond.
- 11 The Hirer acknowledges and agrees that the Club gives no warranty that the Room has all necessary consents for the proposed use and further that no warranty is given that the Room is physically fit for the proposed use.
- 12 The Hirer further acknowledges that the Club is not liable for any death or injury of the Hirer or its invitees nor for any damage to the property of the Hirer or that of the Hirer's invitees to the Room or for any losses, claims, demands, actions, damages, costs or expenses or other liability incurred by the Hirer or other invitees to the Room in exercise or purported exercise of the rights granted.
- 13 The Hirer confirms and agrees that it shall occupy the Room as licensee and that no relationship of landlord and tenant is created between the Hirer and the Club by this agreement.
- 14 The Club will provide a clean and tidy Room, all heating and lighting, use of toilets and cloakrooms (in common with others), and furniture as specified.
- 15 For safety and hygiene, only the staff of Club's catering franchisee and the Club are permitted in the Club's kitchens.
- 16 The Hirer shall be over 25 years of age.
- 17 Bookings for celebrations of 18th or 21st birthdays are not permitted.
- 18 The lounge bar, main "sports" bar, and snooker room are for the sole use of Club Members and their Guests. The Club's garden may form part of the hiring agreement but will be on a shared basis with Club Members. The Hirer and their Guests are not permitted on the bowling green.
- 19 Alcoholic and non-alcoholic beverages must not be brought onto the Club premises without the written approval of the Club Steward who may impose additional charges.
- 20 Food must not be brought onto the Club premises without the written agreement of Club's catering franchisee. If it is agreed that the Hirer may provide their own catering the club will NOT provide storage facilities or permit the use of the Club's kitchens.
- 21 Where a Hirer provides their own catering, the Hirer is responsible for ensuring all food hygiene precautions are taken. For example, the temperature of chilled foods, e.g., on a buffet, must not exceed 8C for more than four hours. All uneaten food must be disposed of in sealed bins or sacks.
- 22 The Hirer shall ensure the good order and decency of their Guests including children. No illegal, indecent, or immoral activity is permitted.
- 23 People listed on the Biggleswade Pubwatch banned list are not permitted on the Club's premises.
- 24 The sale or consumption of alcohol to people under 18 is prohibited. Proof of age may be requested.
- 25 The Club may refuse to serve any Hirer or Guest at any time. The Club may ask any Hirer or Guest to leave at any time.
- 26 Decorations or posters must not be affixed to the walls of any Room as doing so can cause damage to the paintwork.
- 27 The Hirer can contact the Steward at any reasonable time on 01767 312225 if they have any questions or problems.