|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 to be completed by Enquirer:** | |  | |
| **Name of Enquirer**  **Are You a member of the**  **(please provide membership number)** | | **Enquiry Taker Clare Bolitho**  **Date of Enquiry** | |
| Address:  *Please note we will need proof of ID and address at time of Booking*  Email address: | | Tel Number (1):  Tel Number (2):  Preferred time for us to call you:  Where did you see us advertised | |
| Preferred Function Day and Date:  Is this date flexible? If so what other dates:  Preferred Time of event to start (incl. set up period):  Preferred Time of event to finish (incl. clear up period):  *Please note date and times will be dependent on pre-existing bookings and will be confirmed to you* | | Type/reason for Function  Age Group (if ≤21 years)  Number Attending (max 125)  Do you require a BAR:  Other Requirements:  Bouncy castle/Soft Play/ Extra Tables & Chairs (circle if applicable) | |
| Part 2 to be completed by Office: | | | |
| **Hire** | **£ Amount** | **Date Paid** | Notes |
| 1) Hall Hire Fee (£20 per hour)  Number of hours required:  Bar Charge  Membership cost |  |  | £20.00 per hour x no. of hours  £15 per Hour  Single £14 |
| 2) Bouncy Castle/Soft Play Hire (see notes) |  |  | £75.00 for each or £120.00 if hired together |
| 3) Damage Deposit £100.00 |  |  | Refundable subject to damage check (see Terms and Conditions) |
| 4) Cleaning charge £30 (see notes) |  |  | Not Applicable for parties without a bar and completing before 6pm, subject to satisfactory clean by hirer (see Terms and Conditions) |
| **5) TOTAL** **COST OF HIRE**  (Total of items 1 to 6) |  |  |  |
| **6) BOOKING DEPOSIT**  (50% of above) |  |  | **Payable on acceptance of booking** |
| **7) BALANCE to be paid**  (outstanding 50%) |  |  | Payable one month before function date |
| Damage/Cleaning Report YES/NO (Details to be noted on separate sheet if not refunded) |  |  |  |
| Damage / Cleaning Deposit Refunded |  |  | Refunded by: |
| ***We would be grateful if you would complete and return a Feedback form on your experience. Please ask the office for a copy.*** | | | |  |  |  |
|  |  |  |  |

\* Please note conditions and restrictions may apply to certain types of events and age groups. Please ask for further details or see Terms and Conditions

**Terms and Conditions of Hall Hire**

* The hall is available for hire by all residents of Croxley Green, and by friends and family of Club members
* In order to hire the hall bar the hirer must become a member. The current cost is £14 single or £22 joint membership and is renewable annually.
* As a registered charity we are not able to accept bookings for religious or political meetings or functions.
* Normal closing time for the hall and bar is 11pm. An extension to midnight may be arranged by prior agreement only and is at the discretion of the Association and/or bar staff.
* Hire times must include setting up and packing up periods (DJ’s included)
* The Hall is not booked until an agreement is signed by both parties and a 50% deposit is paid. In the event of cancellation the deposit may be refunded only if an alternative hire is made for the same time.
* The balance of the hire charge must be paid one Calendar month before the event
* The person named on the signed agreement (“the hirer”) will be fully responsible for all guests whilst they are on the premises
* The Hirer must provide a photo ID (such as a passport or driving license) and proof of address (such as a utility bill) at the time of making a booking. No booking will be accepted without suitable ID.
* Payment by BACS transfer is preferred, although cheques can be accepted. No cash payments please.
* Subject to satisfactory inspection deposits will be refunded to the hirer within 7 working days of the event. No deposits will be refunded on the day of the event under any circumstances. All deposits will be refunded by BACS or cheque.
* Should any/all of the damage deposit be withheld to cover the cost of repairs we will contact you to explain why, and provide evidence in the form of photographs and/or reports.
* If the bar is hired, a period of 30 minutes will be allowed for drinking up after the bar is closed. The hirer will be responsible for ensuring their guests vacate the hall after this time and leave the premises in a respectful manner to our staff and neighbours.
* Due to a number of incidents we will carry out a clean of the hall after the event and a fee of £30 will automatically apply. In certain circumstances it may be possible for the hirer to clean the hall themselves however this only applies to events that finish before 6pm and have no bar. Please arrange this at the time of booking or the cleaning fee will automatically apply. In the event the hirer fails to provide a satisfactory clean £30 will be deducted from the damage deposit.
* Do not use sticky tape, blue tack, drawing pins or other such items which will mark the walls or ceilings. Please only use the hooks provided
* Please do not use Bubble machines as this makes the floor very slippery
* Please do not use smoke machines as this can trigger the fire alarm and can obscure views of the exits
* The hirer should appraise themselves of the Fire Plan and in the event of a fire alarm assist staff by directing their guests to leave by the designated emergency exits, and gather in the main car park
* Please do not interfere with any of the electrical or mechanical services, lighting or fire equipment in any way. Should there be a fault with any of this equipment please contact a member of staff
* All electrical appliances and equipment brought on to the premises must be suitably tested and certified; and suitable for the intended use.
* All hires with a bar must comply with our licensing restrictions. Only alcoholic drinks purchased over the bar can be consumed on the premises and Proof of age may be asked for.
* Please note the Club area is exclusively for members only.
* No Hazardous substances or Pyrotechnics are to be brought onto the premises
* We will not tolerate violent or unruly behavior. Please respect our staff and members at all times. In the event that the hirer is unable to control guests we reserve the right to ask for them to be removed or in extreme circumstance close the event.
* Our license does not allow music to be played after midnight.
* For some parties/events we will insist on providing our own door security staff, the cost of which will be agreed with the hirer at the time of booking. A list of guests names may be required in advance which will be used to control entrance. Proof of ID may be required. For some children and teenage parties we may ask for an appropriate proportion of adults to children/teenagers