

SUNBURY SPORTS ASSOCIATION

Affiliated Clubs

**Sunbury Cricket Club; Sunbury Sports Bowls Club; Sunbury Weight Training Club;
Geoff Kaye Memorial Ground, Kenton Court Meadow, Lower Hampton Road,
Sunbury on Thames, Middlesex TW16 5PS**

Chairman: C Shaw
Secretary: K Burgess

Bar Manager: I Watts Tel: 01932 783133 Email: SunburySports@outlook.com

HALL / FACILITY HIRE: APPLICATION & ACCEPTANCE FORM

Date of proposed function	
Nature of function	[e.g. 50th birthday party]
Hirer's name [Capitals]	
Hirer's address [including post code]	
Hirer's phone / mobile no.	
Hirer's e-mail address	
Existing member	Yes / No If No, please name member known to you, if any:
Approx no. of guests	[max 120]
Proposed start time	[not usually permissible before 7pm: no music or sound checks until cricket finished]
Required finish time	[Music must cease 5 minutes before the end of the hire]
Name of proposed DJ	
For SSA use only:	Date application received: <u>If Accepted,</u> Date of confirmation:..... Amount of deposit received: £..... [Balance of hire fee is required 1 calendar month before function date]

TERMS & CONDITIONS OF HIRE

Introduction

Sunbury Sports Association [SSA] is a members' club and, as such, respect to the usage of clubhouse, and its members and staff, must be given at all times. SSA retains the right to refuse to serve any person attending the function, given reasonable cause to take such action.

SSA accepts no liability in respect of any loss or damage to property by, or in respect of any injury occurring to, the Hirer or his/her guests while on the SSA property/premises and/or while attending the function.

Bookings and Payment

A meeting between the SSA and the Hirer will be required before a booking is accepted. If the booking is accepted, payment of a deposit constitutes the Hirer's agreement to these terms and conditions of hire. If the booking is cancelled by the Hirer the deposit will be forfeited. If a booking is cancelled by the hirer within 14 days of its due date, the hire fee will be forfeited in full.

Payments may be made in cash over the bar, or online to Sort Code 20-46-73; a/c 60845744. The reference for online payments must be "Hall" followed by the date of the function expressed as "ddmmyy".

Continued overleaf.....

Conduct of Guests, Possession or Usage of Drugs, Intoxication, Supply of Alcohol to Minors

The Hirer is responsible for his/her guests and accepts responsibility for any unacceptable or illegal behaviour by any person attending the function including, but not confined to, the activities below:

- disorderly or aggressive behaviour
- drug possession or usage – the SSA operates a ‘Zero Tolerance’ drugs policy, CCTV is in operation on the premises
- anyone under 18 consuming alcohol, or supplying alcohol to under someone under 18
- bringing alcohol on to the premises (land and buildings) of the SSA - our licence requires that all alcohol and other drinks consumed must be purchased from the SSA bar

Any of the above activities will require the Hirer to assist in ensuring their guest(s) leave the premises immediately and in an orderly fashion when asked to do so by the SSA. Failure by the Hirer to do so, or if the Hirer is absent, will result in the function being brought to end. In any of the above eventualities the Police may be called and/or the contact details of the Hirer supplied to them.

Limitations of Hire

Hirers and guests attending a private function are limited to the use of the hall only, save for access to and from the hall, and to and from toilets located adjacent to the main bar.

Closing Time and End of Music

The SSA has a bar and music licence. To comply with licencing requirements, the bar will close no later than MIDNIGHT (earlier on midweek and Sunday evenings) and all music must cease 5 minutes prior to closing time. The Hirer must assist in ensuring his guests depart within 15 minutes of the end of the booking.

Damage

Any damage to SSA’s, and/or SSA members’, property by the Hirer or an attending guest shall be the responsibility of the Hirer. The Hirer may be required to pay a deposit in respect such possibility, this sum being refundable in the event of no damage being incurred. This deposit shall be in addition to the hall hire fee.

Kitchen & Food

Prior arrangements must be made with the SSA Bar Manager [or, in his absence, the Bar Committee Chairman] as regards the supply of any food. The kitchen is not included within the terms of the hire.

It is the responsibility of the Hirer to make his/her guests aware of these conditions

In order to meet Licencing and Fire regulations, a complete list of names of all people attending the function [who are not already members of SSA] shall be supplied by the Hirer at least 48 hours prior to the function.

The Hirer must be in attendance throughout the function and make their presence known to the Bar Manager before the start time of the function.

HIRER’S SIGNATURE:

DATE:.....

THIS FORM MAY BE EMAILED BY THE HIRER TO: SunburySports@outlook.com – the receipt of this application form by email will be deemed to have been signed by the Hirer and should be from the email address supplied by the hirer overleaf.