



OLD LOUGHTONIANS SERVICES LIMITED

APPLICATION FOR THE HIRE OF THE OLD LOUGHTONIANS' HOCKEY CLUB BAR/LOUNGE

Name _____ Date required: _____

Address: _____

_____ Post code: _____

Telephone: _____(home) _____ (work)

Email: _____

Nature of function _____ Numbers attending: _____

Starting time: _____ Finishing time: _____

ACCESS TIME TO BE AGREED

Rent: **£400.00 main hall payable in advance, with a guaranteed £500 minimum bar spend required
(Excludes children only parties)
£250.00 refundable deposit subject to any damage and clearing up/minimum spend.
£100.00 kitchen if required.
£100.00 Len Bone Room
Additional charges for furniture upon request**

CONDITIONS OF HIRE

1. Drinks must be purchased through the bar.
2. Clearing up must be carried out by the hirer or deposit will be lost.
3. It is not permitted to charge admission on the door.
4. Closing times must be strictly observed and the building vacated half an hour after the bar closes.
5. The club is unable to accept any liability for loss of property or personal effects.
6. Use of outside caterers is subject to agreement by the club and hirers will be charged for cleaning if the kitchen is left in an unacceptable mess.
7. No alcoholic drinks will be served to guests who are under the legal age limit.
8. Discos/other entertainers are the responsibility of the hirer.
9. We are unable to accommodate 18th/21st or teenage Birthday Parties.
10. We reserve the right to curtail any event at our discretion.
11. The function hall is for the sole use of the hirer and for the purpose stated above and shall not be assigned or transferred to another party or be used for any other purpose.
12. Only decorations attached by blu-tac are permissible (including tables). Hirers may be liable for cost of cleaning or removal of glue.



**I agree to be bound by the above. The hire fee and the damage deposit will be paid prior to the event.
All monies will be paid 14 days prior to the event.**

The damage deposit will be refunded after the event subject to any damage and/or the minimum spend being reached.

Signed: _____ **Date:** _____

Please complete and return this application form to:

**OLSL Events, Old Loughtonians Hockey Club, Luxborough Lane, Chigwell, Essex, IG7 5AB.
Telephone: 020 8504 4010.**

Payment to be made to:

**Old Loughtonians Services Limited.
Sort Code : 20-25-19 Account No. 13681610**