



THREE BRIDGES FOOTBALL CLUB HIRE FORM

| | | |
|---------------------|-----------------|--|
| Hirers Name: | | |
| Address: | | |
| | Postcode | |

| | | |
|------------------------|-----|--------------------------|
| Music Required: | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |

| | | |
|---------------------------|-----|--------------------------|
| Catering Required: | Yes | <input type="checkbox"/> |
| | No | <input type="checkbox"/> |

| | | |
|-----------------------|---|--|
| Cost per head: | £ | |
|-----------------------|---|--|

| | | | |
|---|--------------------------|---|--------------------------|
| Security Deposit | £100.00 | Hire Fee | £200.00 |
| <i>Bookings not confirmed until full payment received</i> | | <i>Must be paid in full 7 days prior to date of booking</i> | |
| Cheque | <input type="checkbox"/> | Cheque | <input type="checkbox"/> |
| Cash | <input type="checkbox"/> | Cash | <input type="checkbox"/> |
| Card | <input type="checkbox"/> | Card | <input type="checkbox"/> |

RECEIVED:

I have read and agree to the Terms & Conditions set out overleaf.

Terms and Conditions of Hire

By hiring the Clubhouse of Three Bridges Football Club (“**the Club**”), the Hirer agrees to the following conditions. The club retains the right to alter, update or waive any of the terms and conditions set out below at its sole and absolute discretion. Any changes will be notified to the hirer no less than 28 days prior to any agreed Hire.

1. The hired room, foyer and toilets are the only areas to be used by the hirer unless a specific request is made.
2. No more than 180 people shall be invited to any function operating primarily inside the clubhouse. At the discretion of the Club, this limit may be raised for events primarily conducted for outdoor events.
3. The Hirer shall not use the premises for any purpose other than that described in the booking form. The Hirer shall not sub-hire or allow the premises to be used for any unlawful purpose or in any unlawful way or bring onto the premises anything which may endanger the same or render invalid any insurance policies in this respect. Events must not be advertised as open to the general public.
4. A minimum of 28 days’ notice shall be given by either party to any cancellation of the booking. The times booked should be adhered to at all times or further charges will be applied.
5. A deposit of £100.00 (refundable) will be charged, and must be paid, at the point of booking to cover any loss or damage to the club property and in the event of late cancellation. The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In the event of this, the deposit may be held back to cover these costs.
6. It is not permissible to hire the club for 18th Birthday celebrations and the Club reserves the right to cancel the booking prior to or at the commencement of the event should the booking be found to have been made for this purpose.
7. The club reserves the right to cancel the booking **prior to** commencement of the function, should they deem any party to be of an objectionable and undesirable character or in breach of the Club’s licence. In this event, the Club will return 50% of the hire fees and shall not be liable to pay any compensation.
8. The Hirer will be responsible for the proper conduct of persons using the club. The Club reserves the right to close down any function at any time **after** commencement of the function, should it be felt that action by guests of the Hirer be unlawful and/or detrimental to the property or licence of the club, in which case, the deposit will be non-refundable.
9. No outside alcohol is to be brought into the Club (including the Club grounds) for sale or other consumption without the explicit prior agreement of the Club. Any such alcohol will be confiscated with no recompense to the consumer. **Should special wines/spirts etc. be required, please give 7 days’ notice as to the type and quantities required.**
10. Whilst drinking alcohol purchased from the Club is permitted outside the clubhouse (but within the club’s grounds), the Hirer is responsible for ensuring that all guests remain on the pitch side of the Clubhouse and plastic receptacles are used. No glasses or bottles are to be taken outside of the Clubhouse.
11. If the Hirer requests that a bar tab is set up, the Hirer agrees to pay for all drinks and other items ordered by themselves or their guests and as recorded by bar staff during the event, including any agreed corkage charges. All charges will be made according to the price list as displayed in the bar at the time of sale and a record of charges incurred may be provided by the bar staff upon request. If a limited bar tab is requested then this amount must be pre-paid prior to the opening of the bar for the event. If the Hirer wishes to set an unlimited bar tab for the event then the Hirer expressly agrees to pay the requested amount of the bar tab within five working days of the event. If required, the Club retains the right to retain any or all of the Hirer’s damage deposit in full or part payment of any bar tab.
12. The club is let on the understanding that any member of staff has the right of entry at any time to the area hired.
13. The Hirer should make themselves familiar with the fire procedures for the club and inform club staff at the time of booking of any factor which involves extra fire risks. The Hirer is responsible for ensuring that all emergency exit doors remain unimpeded at all times. Any failure to do so will result in the immediate closure of the function. Tampering or improper use of fire extinguishers will result in the automatic loss of the Hirer’s damage deposit and immediate closure of the function.
14. Any electrical equipment brought into the clubhouse by the Hirer, or on behalf of the Hirer (e.g. music players, disco equipment, etc.), must be PAT certified.
15. It is the responsibility of the Hirer to ensure that the Clubhouse is cleared of rubbish and other waste at the end of the event. Waste must be contained in bin bags and must be placed in the dumpster bins to the rear of the clubhouse or, in the event that the dumpster bins are full, taken away by the Hirer. Rubbish is not to be left beside or on top of the dumpster bins under any circumstance. No liquids or hazardous substances are to be placed into any bins.
16. All belongings of the Hirer and their guests e.g. clothes, food, cooking utensils, decorations, gifts etc., must be taken away at the close of the function. The Club does not accept liability for damage to, or loss of, personal articles anywhere on the premises at any time.
17. **Indemnity** – The hirer shall indemnify the club against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
18. All groups working with young people should have their own **insurance** and staff checks e.g. **CRB** checks. The club takes no responsibility for this and recommends if unsure you seek appropriate advice.
19. The hirer accepts these terms and conditions by signing overleaf on the basis that he/she, as named, will be held fully responsible during the hire period.