

Dunscar Conservative Club

Application and conditions for room hire

Function Day: Date:
Hirer's Full Names:
Address:
..... Post Code:
Telephone number: Daytime: Evening:
Nature of Function:
Guest numbers approximately : (Maximum 150)
Expected arrival time: Departure time:
Email Address:
Mobile telephone number:

Final departure times: Afternoon function: 6 p.m. Evening function: 12.30 a.m

I will require Earlier catering / entertainment access time to the Room at:am/pm on the day

Hire charges (inclusive of VAT)

	Member	Non-Member
Day-time function	£50.00	£50.00
Evening function	£50.00	£60.00
Conditional Refund Deposit	£100.00	£100.00
Total Payable		
Booking Deposit (Minimum £25.00)		
Balance Due		

PLEASE NOTE – Cancellation of Function within one month of Function date will result in loss of full Room Hire amount.

I acknowledge receipt of; and agree to all 'Conditions of Room Hire' and to the following terms;

- I am responsible for the room hire requirements being met
- I am present throughout the above function
- I will remain on the premises until all my guests have departed by the stated time.

Room Hirer's signature: Date:

Deposit and form received by: Date:

Balance received by: Date:

Conditions of Room Hire

Type of function	All family functions are welcomed with the exception of 18th Birthday parties and children's birthday parties. 21st Birthday parties are accepted by agreement only!
Guest numbers	Accuracy with guest numbers will help the Club to properly staff the bar. The Maximum number of guests we can allow is 150, although for your guests comfort we recommend no more than 120. This limit is a feature of our entertainment licence.
Departure time	At evening functions you and your guests are requested to order taxis well in advance and in anticipation that we will ask you to vacate the premises by 12.45at the very latest. At afternoon functions, all hirers and guests must vacate the hired room by 6pm
Early access	Earlier access to the hire room for catering preparation or entertainment access must be arranged with the Manager / Deputy Manager well in advance to accommodate your requirements
Catering and the bar	<ul style="list-style-type: none">• Should you wish to provide catering a separate room is available for laying out a buffet.• Any food spillage should be cleaned up by the room hirer and their guests at the time. (Our staff will gladly provide cleaning implements)• This buffet facility is inclusive of the set fee, but does not include access to our kitchen or any other Club equipment.• Dunscair Conservative Club absolves itself from all and any responsibility that may arise from any contravention of current 'Food Safety Regulations' and 'Environmental Health Laws' should you provide your own catering. Furthermore, all 'own catering' foods brought onto the premises and not consumed before the departure time for room hirers and their guests must be removed from the premises at the time of departure or they will be disposed of. Our staff will be happy to advise you accordingly during the function or at departure time.• No food can remain on the premises for collection at a later time. For health reasons it is the duty of the Club staff to dispose of any foods found whilst clearing up the room.• Room hire allows for the permitted consumption of your own wine, for which there is a 'corkage' fee of £4.00 per bottle. This facility is available for WINE and PROSECCO ONLY. This must be arranged through the Club Manager / Deputy Manager in advance of the function date. No other alcoholic beverage or soft drinks of any kind are to be brought into the hired room. These must be purchased from the bar. (See paragraph 5 of the Deposit Refund Conditions)
Privacy and decorum	<ul style="list-style-type: none">• The Private Member's Club facilities are NOT available to room hirers, their guests and children attending the function.• For Health and Safety reasons all children must be supervised at all times and within the hired room only. Children are not allowed in the bar area and will not be served by staff.• Children are not allowed on the stage. They must not leave the hired room to play in the Entrance Foyer, Toilets, Bowling Green or Car Park. PLEASE INFORM ALL OF YOUR GUESTS WITH CHILDREN ABOUT THESE IMPORTANT CONDITIONS.
Decorations	Decorations or bunting of any kind must not be affixed to the wallpaper in the hired room. Balloons tied to chairs and table decorations are permitted. These should be removed when leaving the building. The use of aerosol sprays, fun foams or the scattering of confetti type materials including Balloons filled with confetti type materials are not allowed. Any additional cleaning required to the room after these items are used will be chargeable against your room deposit.

Deposit refund conditions

The deposit you pay will be subject to forfeit if specific conditions described below are not adhered to:

- The hirer and guests will abide by all stated 'Conditions of Room Hire' accompanying the Booking Form;
- There is no excessive glass breakage, food spillage or any damage to Club property or premises;
- There is no physical or verbal abuse by hire room guests, directed against Club members, their guests or Club staff. There is likewise no similar behaviour displayed by hire room guests amongst themselves;
- The hirer will remain on the premises until **all their guests have departed**;
- No alcoholic beverage; other than own wines where 'corkage' has been agreed as a condition of room hire; or soft drinks of any kind are brought into the hired room and that all drinks are purchased from the bar; and
- No aerosol sprays or fun foams have been used; nor have confetti type materials been scattered on the premises

N.B. The Club Officials of the elected Committee will have the final say with regard to the interpretation of any contravention of the aforementioned 'Conditions of Room Hire'

General Information

1. The date of room hire is not considered 'BOOKED' unless the deposit has been paid in full
2. You may take the 'Application' and 'Conditions of Hire' forms to study at home, but please make sure that you return the 'Application Form' and deposit to the Club without delay. We need the form for presentation at the Committee meeting (See paragraph 4 below)
3. The full balance of payment due for the room hire must be received by the Club at least **ONE MONTH** before the date of the room hire. If the balance has not been received by then and the Club has not been informed and given an acceptable reason why, then the Club is entitled to make another booking at short notice for the room hire date in question.
4. After paying the deposit to secure the room booking date, the details of your application for room hire must be approved by the Club Committee at their next monthly meeting in order that all the requirements of a room hire application may be verified as having been met.
5. Please inform the Club immediately if there are any changes to the number of guests attending the function as stated in your applications. Updates are vital in order to staff the bar adequately to meet your needs
6. Should you wish to contact the Dunscar Conservative Club for any further information or answers to any queries you may have then the best times to telephone are between 4.30pm and 6.00pm Monday to Friday when it is more likely that someone is present who can deal with your enquiry
7. Due to very popular demand the pressure on room hire has increased significantly. It is in your own interests to secure your booking by paying your deposit early.
8. For your information our address is

Dunscar Conservative Club.

Hardmans Lane, Bromley Cross, Bolton. BL7 9HJ. (Telephone 01204 303661)

Cancellations

For added clarity, as stated on the Application form, please note that cancellation of Function within one month of Function date will result in loss of full Room Hire amount.

Application for room hire and membership

The new Licencing Act 2003 restricts the number of non-member functions we are permitted to hold to an average of one per month. It also requires a 10-page application form and a sizeable fee for those that the Club decides to take on.

We therefore invite you to consider becoming a Club member, if only for the one-off purpose of your function. It will save you money by qualifying for the reduced members' room hire charge and will save the Club a considerable administrative burden.

The initial cost of joining (£15) plus the reduced members' room hire charge for an evening function (£40) will give you a £45 saving on the non-member charge of £100. That saving incidentally would otherwise have gone to pay for the special non-member function licence and associated administration surrounding it.

We seriously ask that you consider this. If you decided to actually use your membership for the rest of the year, that would be a bonus for us both.

The Club Committee

Updated March 2020