

Lordswood Sports & Social Club

Hall Booking

As a private members Club, you must be a member of our club to book the hall for private functions.

(bookings cannot be made in a family member or friends name)

You must supply a
guest list 2 weeks before your party

If you are **not** using our in house caterers you will be required to pay a £75.00 food waiver charge, which is payable at the time of booking your event.

Signed Date.....

Lordswood Sports & Social Club

The Club House, North Dane Way, Lordswood, Chatham, Kent ME5 8YE
Tel No 01634 669138 Fax No 01634 669234 VAT Registered No. 303 7278 72

Hire of Hall – Booking Form

Terms & Conditions of Hire Agreement overleaf must be read and signed

Name.....Membership No.....

Address.....Post Code.....

Telephone Nos. Home.....Mobile.....

Date Required.....Day.....

Type of Event.....Number of Guests.....
i.e. Birthday – state age, Engagement, Wedding Reception, Retirement, or other please give details. Guest List must be provided prior to event.

Start Time..... Finish Times 11.30pm 12.00am 12.30am 1.00am
(There will be charge of £50.00 if you require a 12.30am or 1am bar)

All drink must be purchased on the premises.

Club Telephone Number 01634 669138. In house Caterer Karen Smith 07949691025

Are bottles of Wine required.....Number.....Type.....
Or Speciality drinks not normally stocked.....Number.....Brand.....

Disco/Entertainment must be booked by you – We have a list of discos, if required.
Discos/Groups must have electrical PATS Testing Certificate.

Access time to set up i.e. Decorations.....Disco/Group.....

Special Requirements.....

I enclose cheque/visa/cash for £100.00 holding deposit.

This deposit is refunded if bar takings exceed £600.00. Bar extension charge of £50 is not refundable

The deposit will only be withheld if

- a) Bar Takings do not exceed £600.00
- b) Serious damage is incurred at the event.
- c) If the event is cancelled less than 2 month prior to event

Any cancellation must be made in writing addressed to the Club Secretary, Mr Rod Hills.

I have carefully read the terms and conditions of hire on page 2, and agree to abide by the Club rules.

(Please also sign Page 2.)

Signed.....Date.....

Signed on behalf of LSSC.....Date.....

A copy of this form will be given to you for your reference and confirmation of your booking. Please retain this copy and bring with you when reclaiming your holding deposit (if applicable).

A full guest list will of those attending your event will be required and must be handed in at least 2 weeks before the party

TERMS AND CONDITIONS OF HIRE

1. To hire the hall you must be a member of Lordswood Sports and Social Club.
2. In accordance with Club Rules a list of all guests must be submitted before the event.
3. As a private members club the function room is open to members.
4. As the hirer of the hall you are responsible for all your family and guests.
5. All drinks must be purchased from the premises.
6. Persons under the age of 18 years will not be served alcoholic drinks from our bar. ID required.
7. All Food must be purchased from the premises. All Food for functions is supplied by our In house catering. Please contact Karen Smith on 07949 691025.
8. Please at the end of the evening clear away any left over food in the black sacks provided. Important: Health & Safety Recommendation. Food should only be left out at room temperature for a maximum of 4 hours. Should it be left out for a longer period this is at your own risk.
9. No smoking allowed in the clubhouse. Club has smoking area on patio.
10. No drinking on the dance floor for safety reasons.
11. Children must be supervised at all times by their parent or guardian who should be over the age of 18 years.
12. For safety reasons you must ensure that any pram or pushchair does not obstruct any fire exit.
13. Verbal or physical abuse to any member of staff or committee may result in prosecution.
14. 24 hour CCTV in operation inside and outside the clubhouse.
15. All persons using the car park do so at their own risk.
16. IMPORTANT NOTICE 18TH BIRTHDAY PARTIES If we agree to hold an 18th birthday party in our hall Special arrangements are made. You will be asked to send out written invitations for guests to be admitted to the hall. Security door staff will be required, the cost of which will be paid for by the hirer of the hall.
17. At the end of the evening please take down any balloons/decorations and leave hall in a reasonable condition.
18. ANY PERSON NOT ABIDING BY THE TERMS AND CONDITIONS OF THE HIRE OF THE HALL OR RULES OF THE CLUB WILL BE ASKED TO LEAVE THE PREMISES AND THE FUNCTION MAY BE CANCELLED.

Please introduce yourself to the Club Manager/Bar Supervisor on the evening of the event, just in case there are any problems.

We thank you for booking the hall and on behalf of the Committee/Management and Staff we hope you have an enjoyable evening.

I have carefully read the Terms and Conditions of Hire and agree to abide by the Club Rules.

Signed.....Date.....

Lordswood Sports and Social Club

Chairman: S Mannering

Secretary: R W Hills

Treasurer: E Turcan