

# **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**

We are a private members club therefore you must be a member of LSSC  
(bookings **cannot** be made in a family members 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  
£75.00 food waiver charge, which is payable at the time of booking  
your event.

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

**Lordswood Sports and Social Club**  
Chairman: S Mannering    Secretary: L G Jeffery    Treasurer: E Turcan

# 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 you cancel less than 2 months prior to event.

**Any cancellation must be made in writing addressed to the Club Secretary, Mr Len Jeffery.**

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

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

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

A copy of this form will be sent 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 2 weeks before the event.
3. As a private member 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 a smoking area on the 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 18<sup>TH</sup> BIRTHDAY PARTIES- if we agree to hold an 18<sup>th</sup> 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. If you are entitled to your hall booking deposit to be returned this must be claimed within 2 months after the date of your function.
19. 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.....

Here at Lordswood Sports & Social Club we take your privacy and the processing of your personal data very seriously.

### **What is personal data?**

“Personal data” is any information relating to an identifiable or identified person (you as a user). An identifiable person is someone who can be identified, directly or indirectly, for example by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.

### **Personal data which we handle**

Your personal data may only be processed by us with your given consent, when it is necessary for the performance of a contract to which you are a party, or when it is necessary for our compliance with a legal obligation. The processing of the personal data, the specific purposes for the processing, the legal basis for the processing, and for how long we store your personal data, is described below.

Please note that your personal data will be stored for as long as you are a member and will be automatically deleted after 1 year of expiration of membership

#### Name

Your **name** is collected and processed when you become a member. This is necessary for us to be able to produce a membership card for you.

#### Email address

Your **email address** will be collected by us when you register as a member and your **email address** will be kept by us for the length of time you are a member and up to one year after expiration or termination.

#### Phone number

To contact you it is necessary for us to collect your **phone number** when you commence membership. It may be used to contact you regarding any membership issues or functions you may have booked.

#### Address details

Your **address** details will be processed and stored securely with us for as long as you are a member and one year after its expiration or termination. The processing of your **address** details is necessary for future communications. It will be used to keep you informed of any changes.

### **Contact Details to the Controller**

Name of the company:	Lordswood Sports & Social Club
VAT number:	303 7278 72
Country of operation:	United Kingdom
E-mail address:	rod.hills@btconnect.com
Phone number:	+44 (0) 1634 669138
Postal address:	North Dane Way, Lordswood, Chatham, Kent. ME5 8YE
E-mail address to customer support:	rod.hills@btconnect.com

### **Contact Details for the Data Protection Officer:**

Name / Title:	Len Jeffery/Club Secretary
E-mail address:	rod.hills@btconnect.com
Phone number:	+44 (0) 1634 669138