

# **Lordswood Sports Supporters Club Ltd**

The Club House, North Dane Way, Lordswood, Chatham, Kent ME5 8YE  
Tel No 01634 669138 Email: office@lordswoodssc.co.uk

## **Hire of Hall Booking Form**

We are a private members club therefore you must be a member of Lordswood Sports Supporters Club Ltd to book the function room.

**In accordance with Club Rules, as a legal requirement, a list of all guests must be submitted 2 weeks before the event.**

If you require food, please contact  
Chloe or Emma on 01634 669138 or email office@lordswoodssc.co.uk

**The kitchen will charge a £80 waiver if you decide to supply your own food. This must be paid 2 weeks before your event.**

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

Lordswood Sports Supporters Club Ltd  
Chairman: M Weston Secretary: L G Jeffery Treasurer: N Ward

# Hire of Hall – Booking Form

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

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

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

Contact number .....

Email address .....

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

(There will be charge of £50.00 if you require a late bar extension)

**18<sup>th</sup> birthdays the bar will close at 11:30pm**

All drink must be purchased on the premises.

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 £150.00 holding deposit FRIDAY/Payment of £150.00 SATURDAY.**

**This deposit is refunded if bar takings exceed £1000.00. Bar extension charge of £50 is not refundable.**

**The deposit will only be withheld if:**

- a) Bar Takings do not exceed £1000.00
- 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 Ltd ..... 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).**

**TERMS AND CONDITIONS OF HIRE**

1. To hire the hall, you must be a member of LSSC Ltd.
2. In accordance with Club Rules a list of all guests must be submitted 2 weeks before the event.
3. As a private members club, the function room is also open to members.
4. As the hirer of the hall, you are responsible for all of your guests.
5. All drinks must be purchased from the premises.
6. **No confetti/confetti balloons or cannons are allowed to be used in the function hall.**
7. Persons under the age of 18 years will not be served alcoholic drinks from our bar. ID required.
8. All food must be purchased from the premises. All food for functions must be supplied by our in-house catering (unless a £80 waiver has been paid to the kitchen to supply your own food).
9. At the end of the evening please 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.
10. No smoking or vaping is allowed in the clubhouse or outside the Club's main entrance. The Club has a smoking area on the patio, which is accessed by the door in the entrance area – NOT THROUGH THE MEMBERS BAR.
11. No drinking on the dance floor for safety reasons.
12. Children must always be supervised by their parent or guardian who should be over the age of 18.
13. For safety reasons you must ensure that any pram or pushchair does not obstruct any fire exit.
14. Verbal or physical abuse to any member of staff or committee may result in prosecution.
15. 24-hour CCTV is in operation inside and outside the clubhouse.
16. All persons using the car park do so at their own risk.
17. **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 to be 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 (£100.00)
18. At the end of the evening please take down any balloons/decorations and leave hall in a reasonable condition.
19. **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.**
20. **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 Bar 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 LSSC Ltd 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 Supporters Club Ltd
VAT number:	
Country of operation:	United Kingdom
E-mail address:	office@lordswoodssc.co.uk
Phone number:	+44 (0) 1634 669138
Postal address:	North Dane Way, Lordswood, Chatham, Kent. ME5 8YE
E-mail address to customer support:	office@lordswoodssc.co.uk

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

Name / Title:	Len Jeffery/Club Secretary
E-mail address:	office@lordswoodssc.co.uk
Phone number:	+44 (0) 1634 669138