



## APPLICATION TO HIRE THE CLUBHOUSE FOR FUNCTIONS

Member's Name:			
Contacts: (eg tel, email)			
Function Purpose:		Est No. of Guests:	
Date of Function:		Start time:	End time:
Invitation extended to:	<input type="checkbox"/> Friends of applicant <input type="checkbox"/> Members <input type="checkbox"/> General public		
Facilities required:	<input type="checkbox"/> Bar <input type="checkbox"/> Kitchen <input type="checkbox"/> Music <input type="checkbox"/> Lights/smoke		
Bar staff required?	<input type="checkbox"/> No <input type="checkbox"/> Yes - if yes, state arrangements:		

Note here any other relevant information
Hire fee payable (see conditions on p2):   yes <input type="checkbox"/> No <input type="checkbox"/>

I apply to hire the club for a function and accept the conditions of use overleaf and, attach the service charge fee (if appropriate)	Signed:
	Date:

**Return this form to the Club Secretary within 1 month of the proposed function**

**Vanessa Parselle, 58 Wordsworth Avenue, Penarth, Vale of Glamorgan, CF64 2RN**

**Official Use:**

Application accepted:	<input type="checkbox"/> yes <input type="checkbox"/> No
Signed on behalf of the Club	

**Note that Club tennis activities (eg team matches, tournaments, coaching etc) have priority use of the clubhouse over private functions**

# CLUBHOUSE & BAR HIRE: CONDITIONS OF USE

MEMBERS ARE WELCOME TO HIRE THE BAR AND CLUBHOUSE FOR PRIVATE FUNCTIONS, PROVIDING IT DOES NOT INTERFERE WITH THE NORMAL OPERATION OF THE CLUB OR COMPROMISE MEMBERS' USE OF THE FACILITIES.

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1. Committee approval must be gained in advance before the club facilities can be hired for a private function.
2. The person that wishes to hold the function must be a club member.
3. The hirer is able to use the kitchen facilities, crockery, and have use the music and disco equipment (ie CD player, lights, 'smoke' machine). Any breakages must be replaced or repaired at the earliest opportunity.
4. If the bar is not to be used fully (eg for children's parties), a fee of £15 service charge is payable in advance for the use of the facilities (to cover items such as utilities, power, wear and tear etc).
5. If the bar is required, the member hiring the clubhouse must arrange for a suitable adult member(s) to staff the bar, and to pay any labour charges required. No person under 18 is permitted behind the bar.
6. The committee reserves the right to require a deposit of its choosing from the hirer before the function, if it deems it appropriate.
7. If the bar is to be used as part of the function, the existing stock must be utilised, though requests for particular items can be made in advance.
8. The licensing laws must be strictly observed in relation to closing time and the under age drinking of alcohol (NB – 'closing time' is 11.00 pm Sunday to Thursday, midnight on Friday and Saturday).
9. The bar, kitchen and clubhouse must be left in a clean and tidy state (at the latest by 10.00 am the following morning after evening events). Bottles and cans for recycling must be placed at the rear of the clubhouse in the appropriate bags or containers. General rubbish must be placed in the blue bags. **After an adult party the club's cleaner must be employed to undertake a full clean of the clubhouse at the hirer's expense.**
10. The hirer should ensure that the capacity of the clubhouse is not breached – ie 80 people (reference fire regulations).
11. The hirer is ultimately responsible for the behaviour of his or her guests, and responsible for the costs of any damage to the property, fixtures or equipment caused by those at the function. The hirer should make all present aware of the emergency escapes and procedures.
12. Music volume should be not be at a level that it can be heard at the road or by local residents.
13. No persons using the clubhouse are permitted to bring in alcohol or other beverages for use or resale in the club.
14. The hirer must ensure that the no smoking policy in the clubhouse and surrounds is observed.
15. A Committee member, or an appointee, should be present to supervise the bar and to be responsible for removing all cash from the till at the end of the event.
16. The hirer is responsible for locking up at the end of the event, ensuring that the alarm has been activated when the clubhouse is vacated.
17. All using the club are asked to be considerate to the local community, especially when vacating the premises at night, when noise levels should be kept to a minimum.