



LOCHGILPHEAD BOWLING CLUB

FUNCTION HALL HIRE

BOOKING FORM



Name

Organisation

Telephone **Mobile**

E-mail

Type of Event / Function

Will it be licensed event with bar facility required? Yes No

Date(s) Required

<i>Monday - Thursday</i>	<i>Friday - Sunday</i>
<i>Morning (08:00 till 13:00)</i> <input type="checkbox"/> £30	<i>Morning (08:00 till 13:00)</i> <input type="checkbox"/> £40
<i>Afternoon (13:00 till 18:00)</i> <input type="checkbox"/> £40	<i>Afternoon (13:00 till 18:00)</i> <input type="checkbox"/> £50
<i>Evening (18:00 till 24:00)</i> <input type="checkbox"/> £60	<i>Evening (18:00 till 24:00)</i> <input type="checkbox"/> £70
<i>Full Day (08:00 till 24:00)</i> <input type="checkbox"/> £90	<i>Full Day (08:00 till 24:00)</i> <input type="checkbox"/> £100
<i>Hourly (Charged if let)</i> <input type="checkbox"/> £10	<i>Hourly (Charged if let)</i> <input type="checkbox"/> £15

Hall Requirements - Please Tick

Main Hall **Kitchen** **Bar Facility** **Add** £40

IMPORTANT:
 Please complete the Booking Form, read the Conditions of Let and sign the Conditions of Let Agreement and send both with a deposit of £20.

Please make BACS Payment to Lochgilphead Bowling Club & send confirmation with completed forms to :-
 Alan Guy. Email: lochgilpheadbowls@gmail.com

Payment Details: Sort Code 80-08-86, Account Number 00468699

CONDITIONS OF LET AGREEMENT

I/We have read & understood the Conditions of Let & in particular the item regarding cleaning the property after use.

Name (block capitals)

Company or organisation

Charity No (if applicable)

Date of Hire

Address

Postcode

Signature

Date

LOCHGILPHEAD BOWLING CLUB

CONDITIONS OF LET

1. Persons/organisations (from here referred as "the hirer" must remove their property & effects at the end of the let and leave the properties in a clean and tidy condition, meaning that;

- (A) All rubbish to be cleared from the premises.
- (B) All tables & work surfaces to be cleaned.
- (C) All floors shall be left clean.
- (D) All fire exits to be closed & doors locked.
- (E) All lights, heaters & appropriate power switches to be switched off.
- (F) Cooker should be thoroughly cleaned after use.

***NOTE: A fee of £25 may be added at the Club's discretion should the above criteria not be adhered to.**

2. The hirer shall be responsible for any loss or damage to the premises & its contents, this includes damage to wooden floors by stiletto heels or similar.

3. The hirer shall ensure that sufficient time is allowed in the period of hire for setting up & cleaning the premises.

4. The hirer shall be responsible for supervision of patrons & appointing stewards when necessary. Details must be agreed with the hall committee prior to the event.

5. The hall committee reserve the right to cancel any let, providing at least two weeks notice is given in writing.

6. The hirer must not sub-let any part of the premises.

7. The Club accepts no responsibility for loss or damage to any property left on the premises.

8. Let charges include for heating & lighting & use of the TV.

9. All accounts must be settled on the day of the let or within 14 days of receipt of invoice.

10. The kitchen will not be used for preparation & cooking of food (unless with prior agreement) but purely for re-heating & serving purposes & the preparation of teas & coffees etc.

11. The hirer must provide their own sundry items for their own use e.g. cling film, tinfoil, washing up liquid, plastic bags etc.

12. The wearing of "stiletto heel" type shoes in the main hall is not permitted.

13. Tables must not be dragged or scraped across the floor but lifted & carried. Chairs should be moved carefully & stacked no more than 6 chairs high.

14. For Main Hall only hires, kitchen facilities are included, however are the sole responsibility of the hirer to be managed and used in line with current Hygiene and H&S Guidelines.

15. For Hall Hire with Bar Facilities included, the Bowling Club will provide between 1 and 3 qualified staff for your event, dependant on time and numbers

16. Some Hall Hires may have reduced or free rates on agreement with the Hirer and Lochgilphead Bowling Club. Members receive 25% discount in general.