

BROOKLANDS

Residents Association · EST.1960

HIRING OF PREMISES

THE EXECUTIVE COMMITTEE RESERVE THE RIGHT TO REFUSE ANY APPLICATION INCOMPLETELY SUBMITTED

APPLICATION FORM

COMPLETE & RETURN TO THE STEWARD WITH DEPOSIT

I hereby make an application for the use of the premises, as indicated below

NAME _____

ADDRESS _____

TEL No. _____ EMAIL ADDRESS _____

BRA MEMBERSHIP No. *If applicable _____

DATE OF HIRING – FIRST CHOICE _____ SECOND CHOICE _____

TYPE OF FUNCTION – FULL DETAILS _____

DEPOSIT REQUIRED: £100 (Refundable two weeks after date of event subject providing no damages or breakages)

MAIN HALL [] FROM _____ TO _____

HALL BAR [] FROM _____ TO _____

KITCHEN [] FROM _____ TO _____

I WOULD LIKE EARLY ACCESS FOR SETTING UP ETC. (YES / NO) *If yes please state approximate time _____

Approximately _____ People will attend my function

N.B YOU WILL BE ASKED TO CONFIRM THIS FIGURE IN DUE COURSE

I HAVE READ THE CONDITIONS OF HIRE ON THE REVERSE AND AGREE TO ABIDE BY THEM

PRINT NAME _____ SIGN NAME _____ DATE _____

FOR OFFICIAL USE ONLY

DEPOSIT DATE _____ PAID £100 BY CARD _Y / N_ RETURN DATE _____ BACS

SECURITY £100 PAID ___YES / NOT APPLICABLE _____

HALL HIRE COST _____ DATE PAID _____ CARD/BACS

SECURITY BOOKED BY STEWARD ___Y / N _____ BOOKING TAKEN BY _____

- **DEPOSIT & HALL HIRE MUST BE PAID BY CARD ONLY**
- **DEPOSITS WILL BE REFUNDED BY BACS ONLY – Please fill in you details below**
- **Account name -**
- **Bank name -**
- **Account number - Sort Code -**

CONDITIONS OF HIRE

1. A refundable deposit of £100 must be paid with your booking, Refunds are subject to leaving the hired premises clean, tidy and without damage. All responsibility lies with the person named on the booking form. The deposit will be refunded a minimum of two weeks after the event. Please leave your Bank details with the Steward/ Assistant Steward for this to be refunded by BACS. In the unfortunate event that we have to cancel your booking due to unforeseen circumstances, we will offer you an alternative date or a full refund of your deposit only.
2. The Hirer will be responsible for the leaving the hired premises clean and tidy.
3. The Hirer will be held responsible for any damage to any part of the hired premises, including furniture, fixtures and fittings, etc., and will be required to reimburse the Association as directed by the Executive Committee.
4. The Hirer or nominated person will be responsible for the general behaviour and conduct of all persons admitted to the hired premises.
5. The Hirer will, by submission of this application, undertake responsibility during the period of hire, he/she will act in such a manner as to co-ordinate any instructions or orders issued at the time by Officers or Committee Members of the Association or the club Steward/Assistant Steward in their absence.
6. Hirers are reminded that the premises are adjacent to private homes and therefore, noise, both inside and outside the premises, must be kept to a minimum.
7. All correspondence and monies, must be paid to the steward/assistant steward. Payment must be made in full at least SIX weeks prior to the event.
8. The Hirer may cancel the booking by giving notice in writing to the Association. No deposit or security fee paid will be refunded if notice is less than EIGHT weeks.
9. We allow bouncy castles that are under TEN feet high in the hall.
10. We operate a wrist band system for persons who may look under 25 who wish to purchase or consume alcoholic drinks on the premises. This may be used for any event at the clubs discretion.

PLEASE CHECK YOU ARE INSURED UNDER THE PROVIDER OF ANY EQUIPMENT YOU HIRE

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Registered Charity No. 278354
Uniting Our Community Since 1960