



## THE WINTON AND MOORDOWN ROYAL BRITISH LEGION

MEMORIAL CLUB AND INSTITUTE LTD BOURNEMOUTH 593 WIMBORNE ROAD, BMTH BH9 2AR  
Tele. No.: Bar: 01202 512926 | Email: Info@winton-legion.co.uk

### HALL HIRE FORM

Field	Details
Name	_____
Contact Number(s)	_____
Address	_____ _____
Function Date	_____
Reason for Hire	_____
Party Size	_____
Hire Fee	_____
Refundable Deposit	_____
Notes/Timings	_____ _____

Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

#### Terms and Conditions for Hall Hire

- Deposit Requirement:**
  - A refundable deposit of £100 must be paid at the time of booking. This deposit will be returned after the event, provided the hall is left in good condition, no damage has occurred, and the room is clean and tidy. The decision to refund the deposit lies solely with the bar supervisor or committee member duty that night. Any damage or failure to comply with this condition may result in the deposit being withheld at the discretion of the Secretary.
- Payment Deadline:**
  - All hire charges must be paid in full at least two weeks prior to the booking date. If payments are not received by this time, the booking may be cancelled, and the deposit retained.
- Alcohol Policy:**
  - Only alcohol purchased on the club premises may be consumed during the event. **No outside alcohol or beverages are permitted unless previously agreed upon with the Committee.** Special arrangements for corkage must be made in advance and approved by the relevant authority.
- Access and Guest Lists:**
  - Committee reserve the right of entry to the hall. If requested, a guest list must be provided before the event begins.
- Guest Conduct:**
  - The hirer is responsible for the behaviour of all guests during the event. This includes ensuring good order both on and off the premises and that guests leave in an orderly manner at the end of the event. Threatening, abusive behaviour or the use of bad language will not be tolerated at any time.
- Cooperation with Staff:**
  - The hirer and guests must comply with all reasonable requests made by the Duty Committee Officer during the event.

7. **Decorations and Equipment:**
  - No nails, tacks, screws, hooks, or other fastenings may be used on the hall's walls or furniture. Additional decorations or lighting may only be used with prior permission from the bar staff.
8. **Clean-Up Requirements:**
  - At the end of the event, the hirer is responsible for removing all rubbish, including food, and leaving the premises clean and tidy. Failure to comply will result in £50 being deducted from the deposit.
9. **Preparation Time:**
  - Arrangements for early access to the hall for setup must be agreed upon in advance with Secretary.
10. **Closing Time:**
  - A 20-minute "drinking-up" period is allowed at the end of the event. **The premises must be fully vacated by the agreed time.**
11. **Hall Hire Only (No Bar):**
  - If Hall Hire Only has been booked, no access to the bar will be allowed and **no alcohol is permitted into the hall** without express permission.

**Additional Notes:**

1. **Refund of Deposits:**
  - Deposits will be refunded during club opening hours (Thursday to Sunday) one week after the event, provided all conditions are met. Please contact the club to arrange collection. Paid via Bank, please provide details.
2. **Use of Glassware:**
  - The club may provide plastic glasses for functions at its discretion.
3. **Under-25's Birthday Parties:**
  - **Under-25's birthday parties are strictly prohibited.** If the hall is booked under false pretences by parents or others, the entire deposit will be forfeited, and the event will be cancelled immediately with No Refunds.

**Agreement:**

I, the undersigned, agree to the above terms and conditions for hall hire.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**For Office Use Only**

Field	Details
<b>Deposit Paid</b>	Yes / No
<b>Deposit Paid By</b>	Cash / Card
<b>Hall Hire Paid (£)</b>	
<b>Hall Clean &amp; Tidy with All Rubbish Taken</b>	Yes / No
<b>Deposit Returned</b>	Yes / No
<b>Deposit Returned By</b>	Bank
<b>Bank Name</b>	
<b>Account Number</b> _____ <b>Sort Code</b> _____	