



Ponthir Sports and Community Club

CLUBHOUSE BOOKING FORM

Date of Booking: _____ **Booking From:** _____ **To:** _____

Description of Hire: _____

Area to be used: _____ **Bar Required: Yes/No**

Organisation: _____

Contact Name: _____

Address: _____

Postcode: _____

Tel No: _____

Hire Fee: £.....

Deposit (50%): £..... Acc No: 36587860

Balance payable on the day/night of £.....

I have read and accept the terms and conditions set out overleaf and agree to pay the above for any losses or damages incurred during this hire period caused by the hire party or organisation.

Print Name:

Sign:

Address (if different from above):

Telephone:

Date:

Scale of Charges

N.B. There is very limited availability during summer months so early enquiry and booking is highly recommended.

Type and Period of Hire	Hours	Hire	Bar (per hour)	Opening Times
Business				
Morning/Afternoon/Evening	1	£10	N/A	N/A
Morning/Afternoon/Evening	each over	£5	N/A	N/A
All Day	8	£40	N/A	9am - 5pm
Social (loyalty card holders 10% discount)				
Weekday Evening	5	£40	£10	6 pm - 11 pm
Weekend Morning	4	£30	N/A	9am - 1pm
Weekend Afternoon	5	£40	£10	1pm - 6pm
Weekend Evening	5	£50	£10	6pm - 11pm

Terms & Conditions and Regulations for Hire

- **The Club** will be opened and closed by a member of the **PSCC**, unless agreed otherwise.
- **The Club** is let on the understanding that any member of staff has the right of entry at any time to the area hired.
- **Times.** The times booked should be adhered to at all times or further charges will be applied.
- **Conduct.** The hirer will be responsible for the proper conduct of persons using the club. Should the member of staff that opens the club, before the function or hire commences, be of the opinion that it is likely to prove to be objectionable and **Undesirable Character(s)**, they have the authority to cancel the booking, return the hire fees and not to be liable to pay any compensation.
- **Alcohol.** At no time will alcohol be sold or provided to any person under the legal age as laid down by the law at the date and time of the booking/function. If a member of staff is suspicious of underage drinking, they have the right to ask for legitimate identification and they reserve the right to suspend the booking/function if they believe that underage drinking or the provision of alcohol to underage persons is taking place.
- **Regular hirers** may pay monthly in advance. A non-refundable deposit as stated is payable for all other bookings and the balance must be paid on the day/night of the booking/function.
- **Security Bond.** A bond of £50 may be payable at the time of booking (at the club discretion) and this will only be refundable on satisfied inspection of the area used after the event.
- **Catering and Drink.** Catering and drink requirements must be supplied by the club at all times unless agreed beforehand by an Office Bearer of the PSCC.
- **Damage.** The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the security bond if applied may be held back to cover these costs.
- **Loss of property.** The Club does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the club is being hired.
- **Fire Risks.** The hirer should make themselves familiar with the fire procedures for the club and inform club staff at the time of booking of any factor which involves extra fire risks.
- **Indemnity.** The hirer shall indemnify the club against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
- **The Hired Room(s)** and toilets is the only area to be used by the hirer and accepts all other rooms will be either locked or classed as out of bounds unless a request is made.
- **Gambling.** Gambling of any kind is strictly prohibited.
- **Groups.** All groups working with young people should have their own **Insurance** and staff checks e.g. **CRB** checks. The club takes no responsibility for this and recommends if unsure you seek appropriate advice.

The Hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.