

LISS ROYAL BRITISH LEGION CLUB
FUNCTION APPLICATION FORM



APPLICATION FOR A FUNCTION - PLEASE COMPLETE AND RETURN TO THE LISS RBLC

NAME:	
ADDRESS:	
POST CODE:	
PHONE NUMBER:	
EMAIL:	
SIGNATURE:	
APPLICATION DATE:	

EVENT DETAILS -

Date Of Function:	
Times Required: (i.e. Morning, Afternoon, Evening)	
Nature of Event: (e.g. Birthday, Christening, Wedding)	
No. of Guests Attending:	
Entertainment Provided:	
If Entertainment is required, please specify type required e.g. disco	

The deposit (CASH or Bank Transfer) is payable in advance on approval of this application.

Please also refer to and sign/date a copy of the Terms and Conditions of Hire overleaf.

APPROVALS -

AGREED / REFUSED	
COMMITTEE SIGN-OFF	
DATE	

LISS ROYAL BRITISH LEGION CLUB

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LISS ROYAL BRITISH LEGION - TERMS AND CONDITIONS OF HIRE

1. The Liss Royal British Legion Club (thereafter referred to as the 'Club') is a private members club and affiliated to the Royal British Legion. Persons wishing to hire the facility must ideally either be a member of the Club or hired it through a member (who **MUST** be present throughout the event i.e. for policing purposes and, is ultimately responsible). Non-member hire is available at £15 per hour, however necessitates a higher deposit in conjunction with attending a committee meeting to discuss their plans (event is subject to committee approval). As such, any hire does not guarantee exclusivity as members retain their rights to use the Club at any time during opening hours.
2. A deposit of between £200-£450 depending on the event (cash or bank transfer) is required 14 days before event to prevent anti-social behaviour or cover damage/breakages caused. Also a fee of £50 is required to secure booking which is non-refundable if the hall hire is cancelled by hirer. The booking fee, along with the deposit will be refunded after the event subject to committee approval and if the Club has been left in a satisfactory condition.
3. Bar staff will be provided within the above hire. The number of bar staff on duty is dependent upon the number of people attending the function and this is to be agreed with the Club Committee in advance. Please provide your best estimate in order to minimise delays at the bar.
4. Parties for persons aged under 25 are not generally permitted. Certain exceptions (e.g. family occasions) may be allowed subject to special approval by the Club Committee. Parties for younger children are also subject to Committee approval.
5. It is the responsibility of the hirer to provide a guest list to the Club in advance of the event. This must include both first and surnames. This is required from both a security and fire safety perspective.
6. Entertainment can be booked either personally or through the Club. However, all entertainers are required to have their own insurance.
7. Small children must be kept under adult supervision at all times. If this is not respected, then parents and their children may be asked to leave the premises.
8. Should catering be required, recommendations can be provided.
9. The Club's kitchen facilities can be used for preparation (this **does not** include appliances or the cooker), however must be left clean and tidy post the event.
10. The playing of pool or snooker is not generally permitted during parties or other functions.
11. We do not allow the use of Sellotape, pins, blu-tack, white-tack or glue for decorations. However, we do encourage table decorations, balloons and items that can be easily tied in a suitable position.
12. Please remember that the 'Club' operates a strict no-smoking policy (includes E-Cigarettes & Vaping). If you wish to smoke, please do so outside the building.
13. The hirer is responsible for the removal of all party-related materials at the end of the event.
14. When leaving the premises, please respect the neighbourhood and depart as quietly as possible.

Please Acknowledge: I have read the Terms & Conditions above and agree to abide by them in all respects.

Name:

Signed:..... **Date:**.....