



## The Westgate-on-Sea and Birchington Golf Club Ltd

### Hiring Agreement for the use of the Club Facilities

Please complete in BLOCK CAPITALS

Name of Hirer:			
Address:			
Email Address:			
Telephone No.:		Mobile No.:	
Emergency Contact:			
Telephone No.:		Mobile No.:	
Date of Function:		Type of Function:	
Times that premises are required – From:		Times that premises are required – To:	
Number Attending:		Age range of Group:	

The maximum occupancy for the clubhouse is 100 persons – a marquee is available at additional hire charges.

To ensure good practice, we recommend that parents/guardians/carers are actively encouraged to stay with their children during the activity.

Will marquee be required? <b>Hire Cost - £100</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Type of Entertainment / Music :			
If proposing to organise your own Disco, please give name and contact details :		Access time required to set up equipment:	
Type of food proposed : [Buffet / Sit Down Meal etc.]		Will you require our Caterers? It is a condition that if food is required this must be through our caterers the kitchen is not available otherwise.	Yes <input type="checkbox"/>
Caterering Requirements Menu selections etc			
Any special requirements or conditions? Please list clearly.			

#### Hire Charges

These rates apply for events up to 5 hours duration, for longer events or events scheduled beyond midnight, additional charges will apply.

Events under 35 people:	<b>£90</b>	Events over 35 people:	<b>£225</b>	Administration Fee	<b>£25</b>
Deposit:	<b>£100</b> Refundable cash deposit to cover any damages.				

I understand and agree to the booking and hire conditions

Signed:		Date:	
Print Name:			



## The Westgate-on-Sea and Birchington Golf Club Ltd

### Hiring Agreement for the use of the Club Facilities

Please be aware that the following Club Rules apply to the HIRE of the Clubhouse

1. Clubhouse hire is limited to the use of the clubhouse, patio area and car park only.
2. The clubhouse may only be used for private functions. On no account should tickets be advertised or sold to obtain entry. The function should not be for financial gain unless it is held for charity.
3. No sub-letting is allowed.
4. Any disbursements relating to the hire (e.g. special licence) will be borne by the hirer.
5. The premises cannot be used for any purposes other than that described in the hire agreement.
6. Children must be properly supervised at all times.
7. No animals (with the exception of care or guide dogs) are permitted on site.
8. The bar facilities can be made available with the agreement of the Club Manager. If alcohol is to be consumed it **MUST** be purchased from the Club.  
No persons under the age of 18 years will be served or permitted to consume alcohol on the premises.  
The kitchen facilities are only to be used by our Caterers so if food is required at the event this must be by prior arrangement through our caterers.
9. The Club's licensing permits the bar to remain open until 11.00 pm (12.00 Midnight for Friday and Saturday hires).  
No extension will be allowed without prior arrangements.  
Only authorised Bar Stewards are allowed to serve behind the bar.
10. With the exception of a special licence no drinks are to be taken or consumed outside the club premises.
11. The Hirer must be over 18 years of age
12. No transfer whatsoever of any furniture within the premises may be made.
13. All entertainment to end by 10.45pm (11.45pm Friday and Saturday).
14. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the club. Hirers of the club should avoid undue noise on arrival and departure.
15. The Hirer must note that:
  - They are responsible for the behaviour of those attending the event and be in attendance at all times.
  - The clubhouse is properly supervised at all times.
  - They are responsible for the costs of any repairs necessary to rectify any damage done to any part of the property during the period of, or as a result of, the hiring.
  - Not allow the premises to be used for any unlawful purpose or in any unlawful way.
  - Not to bring on to the premises anything which may endanger guests or invalidate the club's insurance policies, (e.g. flammable or explosive substances).
  - Agree with the club any decoration of the clubhouse for the event before carrying out the decoration.
  - Not permit any advertising material to be displayed or distributed on the premises throughout the hire period unless authorised in advance.
  - Ensure that the premises are left reasonably clean and tidy. Any costs for special or additional cleaning following hire shall be borne by the hirer.
  - Ensure that the noise of their function is not such as to interfere with or cause inconvenience for the occupiers of nearby houses and property. To this end we only allow bands and discos to perform inside the clubhouse.
  - Ensure that all entertainers, outside caterers, discos, bands etc., hold full and appropriate public liability insurance cover. You, as Hirer, must ensure that this is strictly applied.
16. **INSURANCE** – the Club's insurance concerns its own liabilities and its' members & Guests only. Where damage of any kind (except that caused by accidental fire) is sustained to the premises, fixtures, furniture and any other chattels therein arising out of or in connection with the hire, the Hirer shall recompense the Club for any costs incurred to repair, reinstatement or replacement. If the costs of such compensation are greater than the security deposit paid, then the Hirer will be held fully liable for reasonable additional payment due to the Club in this regard. By signature of this agreement the Hirer agrees to be fully bound to this liability.
17. **PAYMENT** – payment for the hire and the deposit must be made at the time of booking. Failure to make payment will render the booking agreement invalid.
18. **CLEANING** - All use of the Club premises and facilities is subject to the Hirer accepting responsibility for returning furniture to its original position, and for sweeping of all floors and removal of all rubbish. All Hirers shall leave the premises and surrounds in a clean and tidy condition or risk forfeiting their breakages & cleaning deposit.
19. **SAFETY REQUIREMENTS** - The Club Manager or their nominated deputy will be responsible for overseeing the event. Their role will be to generally ensure the rights and needs of our neighbours are respected, that the guests behave in a safe and responsible manner, and that the condition of the hire are adhered to.  
Should they believe that there has been a serious breach of the conditions of hire, and the hirer does not take swift and supporting action to rectify the matter, then they may at their sole discretion immediately terminate the hire of the building. Their decision in this respect will be full and final, and in such circumstances the hirer will not have any claim against the club for any loss or inconvenience. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular the following shall apply:
  - a) Obstructions must not be placed in gang-ways, or exits, which must be immediately available for free public access.



## The Westgate-on-Sea and Birchington Golf Club Ltd

### Hiring Agreement for the use of the Club Facilities

- b) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- c) Highly flammable substances shall not be brought into nor used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the consent of the Club.
- d) It is the responsibility of the Hirer to ensure that all necessary precautions are in place and only fit and proper persons are in attendance when young children are on the premises.
- e) The Club cannot accept responsibility for damage to, or the loss or theft of, Hirers property and effects.
20. Cancellations by the Hirer must be made 21 days prior to date of function or risk forfeit of the hire charge.
21. The Club reserves the right to refuse any booking without explanation, and to cancel any booking upon reasonable grounds at any time prior to the event. In this event, written notice will be given by the Club to the Hirer and any fees already paid will be refunded, or alternative dates offered. The Club shall not be liable for any loss which may be sustained by the Hirer as a result of such cancellations.

#### For Office Use Only

Booking accepted by staff member .....on.....(date)

Payment Received..... on.....(date)

Event entered in club diary

Event entered in caterer's diary