

HIRE OF "THE VENUE"



Fenley Field, Lime Tree Avenue, Bilton, RUGBY CV22 7QT
01788 810855 info@lscclubhouse.co.uk

TERMS AND CONDITIONS

This AGREEMENT is made on the..... of 20.....

between **Laurentian Sports Club, (LSC)**
and

the Hirer:.....

of (address):.....

All bookings shall be taken by the bar manager who has absolute discretion to accept or refuse bookings. During the course of the event any request by the bar manager must be complied with. (*It should be noted that there may be members in the club at the commencement of your hire, especially on match days.*)

1. Presence - The Hirer must be present within the venue at all times during the period of Hire. Failure to comply with this requirement will render the Hire void and the bar manager has the absolute right to close the venue and terminate the Hire with immediate effect.

2. Responsibility - The Hirer is fully responsible for any loss or damage to LSC property. LSC cannot accept responsibility for any loss or damage to the property of the Hirers or that of any of their guests, invitees or suppliers/contractors e.g. disco, band.

3. Guests - The number of guests a member may invite is strictly limited to the number agreed with the bar manager prior to the hire of the venue which will be within the licensed number and within the safety requirements for the building and dependant on the type of use proposed.

4. Authority - the LSC bar manager has absolute authority over the clubhouse premises, LSC members, all guests and any of a Hirer's caterers, music or other such service providers.

5. Noise and Nuisance - The Hirer will be responsible for ensuring that the conduct of his/herself and their guests and any noise produced does not disrupt the neighbours during the hours of the hire and on departure from the club premises. Any contravention of this, as determined at the express decision of the bar manager, may lead to the termination of the Hire without refund.

6. Cleaning - The charge for the normal cleaning of the venue is included within the hire charge. If, however, the hirer introduces materials or causes the venue to become excessively littered, dirty or soiled in any way the hirer shall be expressly liable for any additional or unusual cleaning costs incurred by the club, including the venue, main clubhouse room, toilets, corridors, car parks and surrounds to the Clubhouse.

7. Damage - The cost of all damage to the fabric and furniture in the venue must be paid for in full and is the strict responsibility of the Hirer. In hiring the venue the Hirer expressly agrees to refund to LSC the costs of remediating and repairing any damage caused, howsoever the damage is caused.

8. Cancellation - The Hirer may cancel a booking in writing to the bar manager. If a Hirer terminates the booking within one calendar month of the event the hire charge is not refundable.

9. Availability/Timing - The venue will be available on the day of hire by arrangement with the bar manager. All guests must vacate the premises by 12.30am in an orderly manner, keeping noise to a minimum so as to respect the privacy of neighbours.

10. Health & Safety - It is the responsibility of the Hirer to ensure the Health and Safety of the people using the facility, ensuring any activities for children comply with The Children Act and only fit and proper persons have access to the children. It is the joint responsibility of the Hirer to ensure that persons under the age of 18 shall not purchase, attempt to purchase (or have purchased for them), or consume, alcohol. Failure to do so WILL result in closure of the bar. Hirers and guests may bring in their own food but not drinks.

11. Security - Due to past experiences and in order to protect the club's licence and insurances, parties cannot be held for anyone under the age of 30 years, with the exception of weddings. This rule is NOT negotiable.

12. Music - If a member wishes to provide their own music e.g. disco/band during the period of Hire, this must be agreed with the LSC bar manager prior to the event. It is the Hirer's responsibility to ensure that all entertainers have their own liability insurance.

13. Facilities - The venue will normally be the provided marquee, with no access to the clubhouse itself, as there may be other activities in progress therein.

14. Cost - The cost of hiring the venue shall be £4,040.00, (of which £200.00 shall be considered a deposit to cover any damages or extra costs incurred; refundable at the end of the event) and shall be paid in full to the LSC in two instalments: half upon booking and the remainder two months prior to the event.

15. Extra charges – Any extra charges (not included in the standard charge) will be paid in addition to the final payment.

THE LSC SHALL PROVIDE (included in the hire):

- Marquee, complete with tables and chairs and dance floor.
- Bar and service staff for bar, available until midnight at the latest.
- Glassware, etc. for bar requirements.
- Kitchen space for caterers, etc., NOT including kitchen equipment.
- Toilet facilities.
- Car parking and use of the grounds.

THE HIRER SHALL PROVIDE:

- All catering, including crockery, cutlery, condiments, serving staff, etc.
- All decorations, including table/chair coverings, bunting, floral arrangements, etc.
- All entertainment - band, disco, any additional p.a. equipment required, photography, etc.

It is the responsibility of the hirer to ensure that all of the above is cleared away by the relevant suppliers in a timely manner on the day of the event.

In short, the LSC will provide the venue, grounds, bar, equipment and bar staff. All other requirements must be met by the hirer. Any questions regarding this should be addressed to the LSC manager.

Date of Hire: Time of Hire:.....

***I have read and understood the terms for using LSC venue
and agree to be bound by them.***

SIGNED (*Hirer*):.....CONTACT No.:.....

SIGNED (*LSC*):..... DATE:.....

HIRE FEE RECEIPTS

Deposit – 50% of total - (paid upon initial booking)

£2,020.00 RECEIVED BY:.....

Balance – 50% of total - (paid two months prior to commencement of hire)

£2,020.00 RECEIVED BY:.....

Please be assured that our wish is the same as yours - to ensure that your event is as good as it can be and, to that end, we will endeavour to deliver a service second to none.