

Shottstown Miners Welfare and Social Club

Application for Hall Hire

Name:	
Address	
Contact Telephone(s)	
Facilities Required (e.g. Hall, Kitchen etc)	
Date and Time of Hire	
Number Attending (this is important)	
Membership No	
Purpose of Hire (e.g. Birthday, Anniversary etc)	

Terms and Conditions of Hall Hire:

- The hirer will pay refundable hire fees as follows:
 - £100 for the big hall (except for 18th Birthdays and all day weddings) £50 returned. £50 kept for door staff.
 - £250 for the big hall for 18th birthdays. £100 for door staff. £150 returnable if no damage.
 - £20 for the kitchenAll fees to be paid when booking is made. Failure to pay may result in the facility being let to someone else. The hirer must give reasonable time if cancelling the event, if less than 6 weeks notice deposit shall be lost.
- The HIRER is responsible for the good conduct and behaviour of all guests attending the function. Memberships are at risk if damage to property or behaviour of guests results in violence. All guests must be in the premises **by 22:30 hours**, this rule also covers guests leaving and returning to the premises.
- The hire will be held responsible for any damage to club property which arises as a result of the hire. Where damage to club property occurs or additional cleaning of club premises is required the hirer will be billed, failure to pay may result in hirer being barred from the club. Extra cleaning being required over normal hours will also be charged to the hirer. The kitchen must be cleaned. All waste food removed to waste bins, all club cooking utensils washed and dried and the floor must be washed after use.
- No confetti permitted in club i.e. metallic or paper. No decorations permitted on walls unless using Blue Tack.
- Buffets to be laid out in big hall. Tables will be set out for a buffet. All food must be cleared and trays, dishes etc removed by 10.00 hours the following day.
- The Committee Room is available for a nominal fee of £10.00.
- Underage drinking will not be tolerated in any way. Failure to comply will result in the function being terminated immediately.
- Bringing alcohol and other drinks onto the premises is prohibited.
- To ensure your deposit is returned you must bring your receipt with you.**

In applying for the hire of the premises within Shottstown Miners Welfare Club, I agree to the Terms and Conditions as outlined above.

Signature of Applicant _____ Date _____

Approved by Committee	Confirmation Sent	Hire Free Received
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