



VENUE HIRE AGREEMENT – HOURLY HIRE – Up to Max 3 Hours

Hirer Name			
Address			
Contact Telephone			
Event Date			
Event Start Time			
Event Finish Time			
Event Description (Birthday - Name, age etc)			
No. Of Guests Attending			
Number Hours Required* *Please refer to Hourly belowHrs @ £10 per hour / Total Due: £		
Hrs @ £15 per hour / Total Due: £		
Disco Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Extra Charge: £
Catering Facilities Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Extra Charge: £
Barbecue Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Extra Charge: £
Marquee Required? £25 Fee (This is a strict requirement for 70+ guests)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Extra Charge: £
No. of Bar Staff Required			Extra Charge: £
TOTAL FEES DUE			£
PLUS REFUNDABLE DEPOSIT**			£ 50.00
TOTAL PAYABLE	£		
Special Requirements: Live Music etc.			

These are the terms under which permission has been granted for hire. If any of these items change, Winslow Sports Club reserves the right to withdraw permission and/or cancel the event without notice.

CONDITIONS OF HIRE

HIRE FEES

Base hire fee is *£10 incl. VAT per hour covers ONLY the venue hire with NO bar.

Venue Hire incl. Bar is £15 incl. VAT

In addition to this a refundable ** £50 damages deposit is required which will be returned to you after the event provided the premises are left undamaged and clean.

PAYMENT TERMS

Full payment of the hire fee plus the refundable damages deposit (£50) is required to secure the booking and this must be paid at least 14 days in advance of the event.

All additional charges (see above) must be paid to Winslow Sports Club at least 7 days prior to the event and are non-refundable.

All payments are to be made by cash or cheque payable to Winslow Sports Club.

Failure to pay the due amounts by the dates stated will result in the cancellation of your booking without any refund of sums already paid.

CANCELLATION/POSTPONEMENT

If the hirer chooses to cancel the event up to 7 days prior to the event, they will receive a 50% refund of the base hire fee and the return of the damages deposit.

Within 7 days: No refund

MEMBERSHIP

Winslow Sports Club is a members only facility. All non-members are required to sign in. The committee will sign in your guests in order to cover them with the insurances put in place to protect members on site. **YOU MUST PROVIDE A LIST IN ORDER FOR US TO DO THIS.**

Alternatively, guests can be signed in at the bar for a fee of £1. Anyone not signed in is on the premises unlawfully and will not be covered by any of these protective measures.

RESPONSIBLE SERVING OF ALCOHOL POLICY

Winslow Sports Club holds a club premises certificate from Aylesbury Vale District Council and an alcohol license through the Buckinghamshire Magistrates Court.

Our staff members are instructed not to serve any alcoholic beverages to guests in a state of intoxication.

This venue is a licensed venue and will only allow persons over the age of eighteen to consume alcohol.

The hirer is responsible for ensuring there is no underage drinking. If, during the event, the bar staff feel that control has been lost, the event will be shut down and the police called.

SECURITY

The hirer must ensure that responsible adults are present who will ensure the guests act responsibly. The sports club is supplying a venue only, and not a security service. If any trouble occurs, or if the bar staff feel that it MAY occur, the hirer is responsible for ensuring the problem is resolved and/or the persons concerned are removed from the premises.

Winslow Sports Club and its staff and representatives reserve the right to insist on, and ensure by any means necessary that any guest displaying objectionable behaviour is removed from the premises.

All staff present are instructed to immediately cancel the event, close the venue and call the police if they feel that control is lost.

SOUND LEVELS

Due to licensing constraints, we must operate within a respectable noise level keeping doors and windows closed while loud music, bands and or discos are playing. As the hirer it is your responsibility to ensure this happens. All of the above entertainment **MUST** finish by 12 midnight.

DÉCOR

Hirers are permitted to erect a reasonable quantity of temporary decorations.

INSURANCE

Winslow Sports Club will take care but no responsibility for damages to or loss of any items left on the grounds or premises area prior to, during or after an event. The hirer is financially responsible for any damage or theft of fixtures and fittings incurred as a result of the event.

LIABILITY

You indemnify Winslow Sports Club (and it's employees or representatives) against all claims, demands, losses, damages, costs and expenses arising from your use or hire of the venue and the grounds or any breach of any of these terms or conditions.

GENERAL

Venue hire for any event is strictly at the discretion of the Winslow Sports Club committee with the agreement of Winslow United Football Club and Winslow Town Cricket Club.

Winslow Sports Club is not committed to any agreement until the Venue Hire Agreement has been signed by the Chairman, at least one committee member and the hirer and the deposit has been received and cleared (if paid by cheque).

Winslow Sports Club reserves the right to alter the facilities and terms offered here.

Hirers must respect that Winslow Sports Club is a members only facility. As such, while we will do our best to discourage members from using the facility during the event, they do have the right to do so.

At the discretion of Winslow Sports Club committee members or elected representatives present at the event, you will be charged for each hour or part of an hour that you occupy the venue or grounds after the end of the hire period.

Winslow Sports Club may cancel the event if it reasonably considers that the management or control of the event by the hirer is deficient or inadequate and/or the behaviour of the guests or attendees of the event is such that could lead to danger or injury to any person or material damage to any property, including the venue itself.

You must comply, at your own expense, with all applicable laws, regulations, policies and procedures as they relate to the use, occupation, safety and security of the venue and grounds.

You must obtain, at your own expense, all licences, consents or permits that may be required to hold your event. You must provide Winslow Sports Club with copies of these documents.

Winslow Sports Club is a non-smoking venue as dictated by law. As the hirer you are responsible for ensuring the law is upheld.

Committee Approval granted on (date)		
Chairman	Committee Member	Hirer

NOTE TO THE HIRER: By signing the Venue Hire Agreement you agree that the event is accurately and comprehensively described in this Venue Hire Agreement. You also agree that the venue will not be used by you for any performance or activity that is of an objectionable nature, is in breach of reasonable standards of public decency or is likely to create a nuisance. You agree to and are bound by all the terms and conditions herein.

Your Committee Liaison is	Sheila Cherry
Telephone	07840 969504

CHECK LIST – COMMITTEE USE ONLY

HIRE FEES RECEIVED		DATE	COMMITTEE MEMBER NAME
CASH / CHEQUE*	£		
REFUNDABLE DEPOSIT RECEIVED			
CASH / CHEQUE*	£		
REFUNDABLE DEPOSIT RECEIVED			
RETURNED / BANKED*	£		
*DELETE AS REQUIRED			