

# UPTON BY CHESTER ROYAL BRITISH LEGION

## FUNCTION ROOM HIRE

### APPLICANT

Full name of Applicant .....

Address .....

..... POST CODE .....

Home telephone No. .... Mobile .....

E-mail address .....

### APPLICATION

Date required ..... Times required .....

Purpose of hiring .....

Number of people expected .....

Kitchen required Yes / No

Signature of applicant ..... Date .....

### OFFICIAL USE (FOR STAFF ONLY)

Deposit/Hiring fee £ ..... Cheque / Cash

'Condition of hire' form supplied ..... Yes / No

Name of staff member taking hiring details .....

Name of staff member accepting the deposit .....

Receipt Number .....

Date .....

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## FUNCTION ROOM HIRING CONDITIONS

1. All applications for the hire of the Function Room must be in writing and forwarded on completion to the Club Secretary at The Royal British Legion Club (Upton) Ltd, 20 Heath Road, Upton, Chester CH2 1HX. A copy of the form can be found on our website.
2. All charges must be paid before the date of the hiring. No booking will be confirmed until a Security deposit of £50.00p has been paid. The official receipt for the deposit shall be taken as confirmation of the booking.
3. The security deposit will be returned in full, provided that the premises are left undamaged, clean and tidy. If not, the additional cleaning costs and repairs will be deducted from the deposit.
4. The hall will not be hired out to persons under 21 years of age. .
5. Should the hirer cancel the booking less than 6 weeks before the event, the security deposit will be forfeited
6. It is accepted that in booking with us, you have obtained the appropriate authority to do so if booking is on behalf of other associations, organisations or individuals.
7. Any building defect or problem identified must be notified to the management immediately.
8. Should it be deemed necessary for security personnel to be present for the event, then the hirer shall be responsible for the costs.
9. The hirer shall not consume any alcohol that has not been purchased on the premises unless with the permission of the management.
10. Smoking is not permitted inside the premises or outside the Emergency exits. E -cigarettes are permitted.
11. The Owner hereby notifies the hirer that the premises are surveyed by C.C.T.V.
12. No bolts, nails, tacks, screws, hooks etc shall be driven into any part of the function room.

**I HAVE READ THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM.**

Signed ..... Date .....