

Palmerston Indoor Bowls Club Ltd



APPLICATION FOR HIRE OF THE RESTAURANT

Member Name _____ Membership No _____

Address _____

Post Code _____ Contact Telephone _____

Email address _____

Purpose of Hire (e.g. Birthday, Wedding, Other) please give details

Date of Hire _____ Alternative Date _____
(If first choice not available)

Start Time _____ Finish Time _____

Number of Guests Attending _____

Live Entertainment (to be provided by the Member): Yes / No

If yes, delete as appropriate: Disco / Band / Solo / Performing Artists

Catering requirements must be agreed with DJC Catering (tel: 01329 232214) who can supply menus and costs on request

Please read the "Conditions of Hire" overleaf and sign the declaration below.

I have read and agree the Conditions of Hire and am fully aware of my responsibilities in hiring the Palmerston Restaurant and Bar facilities,

Signed _____ Date _____

Completed Forms to be returned to: The Director of Catering
Palmerston Indoor Bowls Club
PO Box 773
Fareham PO14 9TW

FOR OFFICE USE ONLY

Date Form Received _____ Date Confirmation Sent _____

Conditions of Hire of the Restaurant and Bar facilities

1. The application must be made by a fully paid up Member of Palmerston Indoor Bowls Club Ltd
2. Charges will be laid down by the Board of Directors, presently £125 plus VAT.
3. The maximum number of attendees will not exceed 100.
4. Catering requirements must be agreed with DJC Catering (tel: 01329 232214)
5. Bar facilities must be arranged through the Director of Catering. Wine may be brought to the Club and a corkage charge will be made, this also must be requested through the Director of Catering prior to the function. ALL other drinks, of any kind, must be purchased at the Club and NOT brought into the Club.
6. The Bar Supervisor will bring any alleged infringement of licensing laws to the attention of the Member.
7. The Member must ensure that activities during the event do not affect any bowling which may be in progress. Children must be supervised at all times.
8. To comply with Statutory Regulations non-member guests must be signed in as temporary members. The Member making this application will be responsible for providing a list containing names and addresses of all attendees who are not Palmerston members, and must ensure that they (or a nominated representative) are at the entrance to receive guests and check their names with the list provided.
9. For the safety of all participants the Member must be fully aware of all fire regulations. Fire alarm procedures must be clearly announced at the beginning of the evening.
10. Employment of any form of entertainment (e.g. pianist, band, disco, etc.) requires the payment of a fee to the Performing Rights Society. This fee is currently included in the hire charge for the room.
11. The bar will close at 10:30pm. In the interests of security all functions must finish at 11pm and the Club premises vacated by 11:30pm. The Member must co-operate with the Security Company or Club Officer responsible to ensure speedy evacuation by guests and entertainers.
12. Any litter must be cleared so that the restaurant is left in a clean and tidy state.
13. Bookings will be confirmed on your signed acceptance of these conditions.