

MANSFIELD BOWLING CLUB

THE OLDEST SECULAR INSTITUTION IN MANSFIELD



A CHARITABLE COMPANY LIMITED BY GUARANTEE NUMBER 1117767

Lettings booking form

Name of organisation or individual.....

Address
.....
.....

Post code.....

Telephone number.....

Date of function.....type of function.....

FREQUENCY (FOR REGULAR BOOKINGS).....

Times of function from.....am/pm to.....am/pm

Number of guests adults.....children.....

(Please note that the centre is not available for exclusively children's events. Please also note that the capacity of the pavilion is 75/80 persons seated and 90/100 persons for standing only events. These occupancy figures may be varied according to the number of seats required)

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Do you require the use of the kitchen? Yes/no (delete as required)

Do you wish to use the club's caterer? Yes/no (delete as required)

Do you require the use of the bar? Yes/no (delete as required)

Do you wish to use the sound system Yes/no (delete as required)

Do you wish to use the audio visual equipment? Yes/no (delete as required)

I enclose a cheque for £20 as a deposit for the booking (cheque to be made payable to Mansfield Bowling Club Ltd.)

Signature of hirer.....date.....

Print name.....

A booking is only secured upon receipt of the deposit.

Important please read the terms and conditions overleaf before completing this form

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Hire Charges for the use of the Pavilion (July 2014)

Hire of main clubroom only

Monday to Friday for 2 hour minimum letting	£20.
Saturday for 2 hour minimum letting	£25
Sunday for 2 hour minimum letting	£30

A letting can be extended for up to 8 hours at an additional hourly cost of £10.
Evening lettings must finish at 11.0pm

Kitchen facilities

The kitchen is available for an additional cost of £20 per letting
Please note that as this is a public health area the hirer will need to designate up to 6 persons eligible to work in the kitchen.

Catering

The club can provide catering if required. Please ask for more details should you require this

Bar facilities

The club has a licensed bar which is available for an hourly charge of £15. The bar has a closing time of 10.30pm. An additional 30 minutes is allowed for drinking up. No alcoholic or non-alcoholic drinks may be brought into the premises.

Audio visual equipment

The club can provide basic sound / PA equipment for a charge of £10. Additionally the club can make available a digital projector and screen for a charge of £25. Hirers must provide their own laptop computer.

Holding deposit

A deposit of £20 is required which will be used to offset the total lettings charge. Details of this charge are given on the lettings application form.

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CONDITIONS OF HIRE OF THE PAVILION

1. **The premises must only be used for the purpose and numbers specified on the booking form**
2. **Any damage to the premises, its furniture, equipment, fixtures or fittings must be reported. Repair costs will be met from the damages deposit (details below) in the first instance. The hirer will be responsible for meeting the cost of any Damage, in excess of the deposit. All exits to the premises must be kept unobstructed.**
3. **Mansfield bowling club accepts no responsibility for the loss of or damage to visitor's property or accidental injury to visitors.**
4. **Vehicles are parked entirely at owner's risk.**
5. **Hirers are asked to keep noise to an acceptable level, particularly at night, to avoid causing a nuisance to neighbours.**
6. **The bar licensing hours are from 11.0am to 10.30pm. There is a 30 minute drinking up time allowed. All drinks are to be purchased from the bar. Hirers may not bring into the pavilion alcoholic and non-alcoholic drinks.**
7. **The consumption of food and drink served from the kitchen is permitted. The hirer will be responsible for ensuring that the kitchen and its equipment are restored to the condition in which they were found.**
8. **If the club caterers are used, final numbers must be notified 7 days before the event.**

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9. A holding deposit of £20 must be returned with the lettings application form. This deposit will be set against the total cost of the letting. No lettings date is confirmed until the deposit is paid.

10. The balance of the letting fee must be paid in full within 7 days of receiving the invoice.

11. 30 day's notice will be required when cancelling a booking. The holding deposit will be returned only if this notice is given.

12. Cheques should be made payable to Mansfield Bowling Club Ltd.

I confirm that I have read and accept all the above conditions for the hire of Mansfield bowling club pavilion. I undertake to pay all the charges arising from this booking. In the event that I have to cancel the booking less than 30 days from the event. i agree that the booking fee will be retained by Mansfield bowling club

Signed.....

Print name here.....

Dated.....