



CHISWICK MEMORIAL CLUB

CONDITIONS FOR HIRE OF THE CLUB

info@chiswickmemorialclub.org

The hirer is to complete and sign the attached forms '**A & B**' as appropriate and return the **Bottom sections** together with the deposit. '**Part C**' **Bottom section** of the form should only be completed when the balance of the hire fee is submitted. '**Part D**' **Bottom section** of the form should be submitted when requesting return of any due deposit.

A copy of all sections will be kept by both parties.

The hirer is to ensure full payment has been received 24hrs prior to the hall hire date.

The hirer is responsible for the conduct of all guests whilst they are on/outside club premises.

***The hirer must be on the premises during the hired period.**

***If a Member has hired the hall for themselves or a third party they must be on the premises during the hired period, if you fail to adhere to this request your deposit will be forfeited.**

The club is situated in a residential area; the hirer will ensure when guests leave the club the noise level is such where it will not disturb the neighbours

***The hirer undertakes to leave the areas accessed by guests in exactly the same condition as found.**

***The hirer's deposit may be used to cover any extra cleaning required, or to cover part cost for loss or damage to Chiswick Memorial Club property. All damages must be paid for to the full value**

***The hirer is responsible for the removal of all their rubbish to the outside bin provided.**

***Nothing may be attached or fixed to any part of the premises, without permission of the Council. Then only by using masking tape (provided by the Chiswick Memorial Club). The remainder of the roll must be returned after use**

Pins, Sellotape, Blue/White tac, or any other form of adhesive to fix decorations to the walls is strictly forbidden. Your deposit will be forfeited if this warning is disregarded

***Alcohol/soft drinks may not be brought onto the premises; the hirer is responsible for informing all guests of this stipulation. All drinks to be purchased at the Bar**

The Council reserve the right to cancel any function /hall hire, which they consider to be unsuitable, or if the needs of the club require it. (Sufficient notice will be given)

The Council also reserve the right to close the premises early if deemed necessary.

The period of hire is understood to include time to prepare the function and time to clear up afterwards. No access to the hall is possible before the period of hire, nor can access be extended beyond the period of hire. (Without prior permission of the Council)

It will be the responsibility of the hirer to collect any part of their returnable deposit, no sooner than 48hrs after the hire. Or pay any outstanding monies relating to damage within 5 days.

*** The deposit could be used to offset any of the above marked sections. In addition, if the hirer cancels within 7 days of the agreed hire, 100% of the deposit will be forfeited; within 14 days 50%, any other time period a full refund may be offered.**

Deposit of £100.00 is required to secure any event

Cost of Hall dependant of event - Cost on request
Hall may not be hired for more than 5 Hrs

Bar will close 5 hrs after agreed start time of hall hire, excluding 30 minutes drinking up time

Bar will close no later than 12am, excluding 30 minutes drinking up time if hired after 6pm (Sundays/Bank holidays hall not available)

Function room closes & Gates will be locked 12.30 am sharp.

We do not accept bookings for 13 to 25 year old Birthday Parties

Please keep this page for future reference of hire