Palmerston Indoor Bowls Club Ltd

APPLICATION FOR HIRE OF THE RESTAURANT

Member Name _____ Membership No _____

Address _____

Post Code _____ Contact Phone _____

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 _____

Bar extension to 11.00pm (Yes/No) _____ (Please see condition 12 overleaf)

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 Portwood 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
Palmerston Drive
Fareham
Hants PO14 1DJ

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. The charge is £125 plus VAT.

3. The maximum number of attendees will not exceed 100.

4. Catering requirements must be agreed with Portwood 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 Member must ensure that all people attending are aware that all payments at the bar must be by card (either debit/credit or Palmerston member card). Cash is not accepted, except for topping up a member card using £10/£20 notes.

7. The Bar Supervisor will bring any alleged infringement of licensing laws to the attention of the Member.

8. 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.

9. 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 of all attendees, indicating which are 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.

10. 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.

11. 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.

12. The bar will normally close at 10.30pm. Where a bar extension is requested, the bar will close at 11.00pm. For all functions, in the interests of security, the Club premises must be vacated by both guests and entertainers no later than 11.30pm. The Member must cooperate with the Security Company or Club Officer responsible for the lock up procedure to ensure a speedy departure for all to enable this process.

13. Any litter must be cleared so that the restaurant is left in a clean and tidy state.

14. Bookings will be confirmed on your signed acceptance of these conditions.