



# NORTH HARROW HOME GUARD CLUB

## APPLICATION FOR HIRE OF MIDDLESEX LOUNGE

FORM NO:
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**IT IS ESSENTIAL THAT YOU ANSWER ALL QUESTIONS ON THE FORM AS FAILURE TO DO SO COULD RESULT IN THE DELAY OF YOUR CONFIRMED BOOKING**

**SECTION ONE – ABOUT YOU**

Name: <input style="width: 90%;" type="text"/> Address: <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> Email: <input style="width: 90%;" type="text"/>	Date Req: <input style="width: 90%;" type="text"/> Landline: <input style="width: 90%;" type="text"/> Mobile: <input style="width: 90%;" type="text"/> Postcode: <input style="width: 90%;" type="text"/>
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**SECTION TWO – ABOUT YOUR EVENT: Please complete all areas:**

Please indicate which session you wish to hire the hall for by ticking as appropriate: -

Morning (9 – 12)       Lunchtime (12 – 2)       Afternoon (2 – 6)       Evening (7 -12)

If you require hours outside of the sessions please advise provide details here:

Details of Event / Purpose of Hire:

Will you require the use of the Licensed Bar?      Yes       No

*Please note you are able to bring in wine and sherry for your function but each bottle will be subject to a corkage charge*

Type of Entertainment:      Band       Disco       CD / MP3 Player       None

Are you intending to arrange catering for your Guests?      Yes       No

***If the answer is Yes, please complete the section below:***

Will this be:      Self Service Buffet       Sit Down Buffet       Sit Down Meal

Will you be using:      The Club Caterer       Your Own Caterer

Do any of your guests have any mobility or dietary requirements?      Yes       No

***We will speak to you about this as we will need to ensure the full risk assessments are carried out.***

**There are limits to the capacity that are allowed in the hall depending on the format / layout of the Event, which are detailed on the next page, in the terms and conditions of hire; please can you provide us with the arrangements that you are making in order to control admission in the box**

Finally – before we get to all the legal stuff...

Are you:      Club Member       Non-Club Member

**Now please ensure you read all the Terms and Conditions before signing and submitting your application.**

### SECTION THREE - TERMS AND CONDITIONS OF HIRE – MIDDLESEX LOUNGE

This form is an application to hire the Middlesex Lounge and does not, until this application is approved constitute a firm booking or agreement between the proposed Hirer, whose details are laid out in Section One of this form and the North Harrow Home Guard Club.

**Payment**

- Please refer to the current scale of charges for the fees relating to the hire of the Middlesex Lounge
- The deposit payment of £100 for Club Members and £200 for Non-Club Members is payable with the submission of this application form. **Deposit payment for Non-Club Members must be made in Cash.**
- Final fee as laid out in the scale of charges is due no later than a minimum of 28 days before the proposed event; if fees are not received then the booking is deemed as cancelled and the deposit payment is forfeited
- For events that are due to take place in less than 28 days from submission of application, payment of the deposit and the full fee must be provided with this application form

**Cancellation of Hire**

- For bookings cancelled over 2 calendar months prior to the Event date all amounts will be refunded to the Hirer
- For bookings cancelled less than 2 months but greater than 21 days prior to Event, the deposit payment will be forfeited but any other amounts paid towards the final fees will be refunded
- For bookings cancelled less than 21 days prior to the Event, all amounts will be forfeited

**Maximum Capacities for Middlesex Lounge**

- Sit-down Buffet / Sit-down Meal: 80 People
- Cabaret / Self-service Buffet: 100 People
- Social Party / Meeting(No Catering): 110 People

**Guest List / Entry Control**

- A Full Guest / Attendee list must be provided to the Club Committee no later than 2 days prior to the Event
- The Committee / Club Management reserve the right to control entry at any function
- Dependent on the reason for hire and type of Event, the Committee / Club Management reserve the right to impose a minimum age limit

**Please note: Any Committee Member has the right to enter the Middlesex Lounge at any time to ensure that all terms and conditions of hire are being adhered to and also no problems are arising that could result in damage to the club fixtures and fittings and / or also infringement of the law.**

**Re-payment of of Deposit**

- The deposit will be repaid in full to the Hirer once a member of the Committee / Club Management has been able to carry out a full inspection of the facilities, which will be at the earliest, the day following the Event.

I, \_\_\_\_\_(insert name) **as the Hirer, agree to abide by the Terms and Conditions of Hire as laid out in Section three (above) and in addition agree that: -**

- I, as the Hirer, will be present at the Event and will remain until the end when all guests have vacated
- Understand that all entertainment must stop by no later than 12.15 am
- All drinks are to be consumed by 12.20 am
- The premises are to be vacated by 12.30 am
- Neither I nor my guests will bring any beverages onto the premises other than wine or sherry for which I have agreed to pay a corkage charge. If any of my guests are found to be in breach of this condition, they will be asked to vacate the premises immediately and I will support the Club Management in this evacuation.
- I am fully aware that **no person under the AGE OF 18 YEARS** can be served with or consume any alcoholic beverages while on the premises and I will ensure that I will support the Club Management on enforcing this legislation.

Signed:

Date:

**OFFICE USE ONLY:**

Form Received (Date)  Deposit Refunded (Date):

Club Member  Non-Club Member  Hire Approved: Yes  No  Entered in Diary

Charge	Amount
Deposit	
Hire Charge	
Bar Fees	
Catering	
Total	

Paid	Amount