



WHITSTABLE & SEASALTER GOLF CLUB

Hire Request & General Conditions for Hire of Club Facilities

N.B. THE CLUB DOES NOT ACCEPT BOOKINGS FOR 18TH OR 21ST BIRTHDAY PARTIES

Name of Hirer	Name of Associated Member:		
Address:			
Email Address:			
Telephone No.:		Mobile No.:	
Emergency Contact			
Telephone No.:		Mobile No.:	
Date of function		Type of function e.g. anniversary	
Times that premises are required - From		Until	
Number Attending		Age range of Group:	

The maximum occupancy for the clubhouse is 100 persons

To ensure good practice, we recommend that parents/guardians/carers are actively encouraged to stay with their children during the activity.

Type of Entertainment / Music:			
If proposing to organise your own Disco, please give name and contact details		Access time required to Set up equipment:	
Type of food proposed (Buffet / Sit Down meal etc.)		Will you require our Caterers? It is a condition that if food is required this must be through our caterers. The kitchen is not available otherwise.	Yes <input type="checkbox"/>
Catering Requirements Menu selections etc.			
Any special requirements or conditions? e.g. Bar Special Requests Please list clearly.			

Hire Charges

These rates apply for events up to 5 hours duration, for longer events or events scheduled beyond 11:00pm, additional charges will apply.

Afternoon Events until 6.00pm	£100	Evening Events 6pm to 10.30pm	£250	Late evening Events 7.00pm to 11.30pm	£375
Refundable Deposit	£200	Refundable Deposit	£200	Refundable Deposit	£200

All Prices Discounted by 30% for Members – No deposit required

I understand and agree to the General booking and hire conditions

Signed:		Date:	
Print Name:			



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Definitions

In this Hire Agreement

"The Hirer" means the person signing the agreement for use of Clubhouse Facilities

General Conditions

1. Clubhouse hire is limited to use of the clubhouse, patio area and car park only.
2. The clubhouse may only be used for private functions. On no account should tickets be advertised or sold to obtain entry. The function should not be for financial gain unless it is held for charity.
3. No sub-letting is allowed.
4. Any disbursements relating to the hire (e.g. Temporary Event Notice) will be borne by the hirer.
5. The premises cannot be used for any purposes other than that described in the hire agreement.
6. Children must be properly supervised at all times.
7. No animals (with the exception of guide / assistance dogs) are permitted on site.
8. The club's bar facilities can be made available if required. Only authorised Bar Staff are allowed to serve behind the bar. Any alcohol consumed on Club premises MUST be purchased from the Club.
9. No persons under the age of 18 years will be served or permitted to consume alcohol on the premises.
10. The Club's premises license permits the bar to remain open until 10.30 pm. No temporary extension will be allowed without prior arrangement.
11. The kitchen facilities are only to be used by our Caterers so if food is required at the event this must be by prior arrangement through our caterers.
12. Alcoholic drinks may only be consumed within the clubhouse or the roped area of the patio until 9.00pm. Alcoholic drinks must not be consumed elsewhere. All drinks must be consumed inside the clubhouse after 9pm.
13. The Hirer must be over 18 years of age.
14. No transfer whatsoever of any furniture within the premises may be made.
15. Any entertainment to end by 10.30pm and premises to be vacated by 11.00pm unless a Temporary Events Notice (TENS) has been approved.
16. If a Temporary Event Notice (TENS) has been approved, entertainment must end by 11.15 pm and premises must be vacated by 12.00MN
17. Cars shall not be parked so as to cause an obstruction at the entrance to, or exit from, the club. Hirers and guests must avoid undue noise on arrival and departure.
18. There is a Parking Eye system in our car park, which means all guests need to enter their vehicle registration at the bar and vehicles will need to have left by midnight to avoid £100 parking charge. An Immunity can be applied for, if the party numbers exceed 60 people.
19. The Hirer must note that they:
 - Are responsible for the behaviour of those attending the event and be in attendance at all times.
 - Ensure the clubhouse is properly supervised at all times.
 - Are responsible for the costs of any repairs necessary to rectify any damage done to any part of the property as a result of the hiring.
 - Must not allow the premises to be used for any unlawful purpose or in any unlawful way.
 - Do not bring onto the premises anything which may endanger guests or invalidate the club's insurance policies, (e.g. flammable or explosive substances).
 - Agree with the club any decoration of the clubhouse for the event, before carrying out the decoration.
 - Do not permit any advertising material to be displayed or distributed on the premises throughout the hire period unless authorised in advance.
 - Ensure the premises are left reasonably clean and tidy. Any costs for special or additional cleaning following hire shall be borne by the hirer.
 - Ensure that the noise of their function is not such as to interfere with or cause inconvenience for the occupiers of nearby houses. To this end we only allow bands and discos to perform inside the clubhouse, and doors of the clubhouse must be closed after



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9.00pm.

- Ensure that all entertainers, discos, bands etc., hold full and appropriate public liability insurance cover. You, as Hirer, must ensure that this is strictly applied.
19. **INSURANCE** – the Club's insurance concerns its own liabilities and its' members & Guests only. Where damage of any kind (except that caused by accidental fire) is sustained to the premises, fixtures, furniture and any other chattels therein arising out of or in connection with the hire, the Hirer shall recompense the Club for any costs incurred for repair, reinstatement or replacement. If the costs of such compensation are greater than the security deposit paid, then the Hirer will be held fully liable for reasonable additional payment due to the Club in this regard. By signature of this agreement the Hirer agrees to be fully bound to this liability.
 20. **PAYMENT** – payment for the hire and the deposit must be made at the time of booking confirmation. Failure to make payment will render the booking agreement invalid.
 21. **CLEANING** - All use of the Club premises and facilities is subject to the Hirer accepting responsibility for returning furniture to its original position, and for sweeping of all floors and removal of all rubbish. All Hirers shall leave the premises and surrounds in a clean and tidy condition or risk forfeiting their breakages & cleaning deposit.
 22. **SAFETY and SAFEGUARDING REQUIREMENTS** –
Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular the following shall apply:
 - a) Obstructions must not be placed in gangways, or exits, which must be immediately available for free public access.
 - b) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
 - c) Highly flammable substances shall not be brought into nor used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Club.
 - d) It is the responsibility of the Hirer to ensure that all necessary precautions are in place and only fit and proper persons are in attendance when young children are on the premises.
 23. The Club's Office Manager or their nominated deputy will be responsible for overseeing the event. Their role will be to generally ensure the rights and needs of our neighbours are respected, that the guests behave in a safe and responsible manner, and that the conditions of the hire are adhered to. Should they believe that there has been a serious breach of the conditions of hire, and the hirer does not take swift and supporting action to rectify the matter, then they may at their sole discretion immediately terminate the hire of the building. Their decision in this respect will be full and final, and in such circumstances the hirer will not have any claim against the club for any loss or inconvenience.
 24. The Club cannot accept responsibility for damage to, or the loss or theft of, Hirers property and effects.
 25. Cancellations by the Hirer must be made 21 days prior to date of function or risk forfeit of the hire charge.
 26. The Club reserves the right to refuse any booking without explanation, and to cancel any booking upon reasonable grounds at any time prior to the event. In this event, written notice will be given by the Club to the Hirer and any fees already paid will be refunded, or alternative dates offered. The Club shall not be liable for any loss which may be sustained by the Hirer as a result of such cancellations.



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For Office Use Only

Booking accepted by staff member _____ on _____ (date)

Payment Received _____ on _____ (date)

Event entered in clubv1 diary

Event entered in caterers diary