



Hartley Country Club

Hall Booking Form (for weddings)

Name:

Address:

.....

..... Tel No:

<u>Requirements</u>	Please tick
Date required: Cost: £250 Time: Before 7pm After 7pm Please also see Condition of Hire 1(d) overleaf.	
Bride & Groom names:	
Main Hall Small Bar	
Prepaid Bar - £ <i>Please note the Steward will inform you when there is approx. £50 left</i>	
Open Bar	
Catering Main Reception - Menu required numbers attending Service required (i.e. plated, silver, buffet).....	
Catering Evening Reception - Buffet required..... numbers attending	
Additional requirements (at an extra cost) Linen cloths and napkins Yes/No Colour required Special crockery Yes/No Silver cutlery Yes/No Hall decoration Yes/No Table arrangements Yes/No	

I agree to abide by the conditions of Hiring as detailed overleaf.

..... Date

PLEASE RETURN THE FORM TO THE ADMINISTRATION SECRETARY AT THE CLUB

Office use only

Before date of function	Signature
Main Hall/Small Bar booked in diary Hire charge received £ Date received:	
Copy of booking given to Steward and approved	
Copy of booking given to Catering Manager and approved 25% Deposit received for Catering £ Date received:	
Copy of booking given to Cleaning Contractor	
BOOKING APPROVED BY THE BOARD OF DIRECTORS	
Confirm booking to member.	
After function	
Bar purchases invoiced to member & settled - £(to be completed by Steward)	
Catering invoiced to member & settled - £ (to be completed by Catering Manager)	

1. CONDITIONS OF HIRING

- (a) **Payment.** Payment of the hire must be forwarded with the booking form in order to reserve the date. Failure to provide the form and payment within 28 days of the initial request will result in the cancellation of the reservation.
- (b) **Food and drink.** All food and drink consumed on the Club premises must be supplied by the Club. The hirer must order any function drinks from the Steward at least two weeks prior to the function and must discuss any catering requirements with the Catering Supervisor at least one month prior to the function, when a 25% deposit will be taken. Payment for drinks and the balance of the catering costs must be paid for on the day of the function. Please note that a 5% charge will be added to any amount paid by credit card.
- (c) **Cancellation.** The Board will consider any request for the repayment of a deposit following the cancellation of a booking but reserves the right not to make any such payment.
- (d) **Extensions.** The hall and small bar must be vacated by 12.00 pm.
- (e) **Bands and discotheques.** A sound monitoring system is in situ at the Club which is designed to switch off the power supply to amplifying and other equipment used in the hall if a predetermined sound level is exceeded. The level is pre-set and cannot be adjusted from within the hall. Two warning lamps, situated at the bar end of the hall and on the inside of one of the pillars respectively, illuminate when the allowable sound level is exceeded. Twenty seconds later the power supply will be automatically switched off unless in that time the volume has been reduced to the allowable level. Power may be restored by pressing either of the blue push buttons located at the end of the hall opposite to the small bar doors and below the warning lamp on the pillar. The Club reserves the right to refuse bookings and/or entry onto Club premises from bands or discos that abuse or attempt to bypass the sound monitoring system equipment or damage Club property. The Club does not accept responsibility for any damage caused to equipment by the cessation or restoration of power.
- (f) **Hired-in goods.** The Club does not accept any liability for any injury or damage caused by the use of any goods or equipment hired-in by the Hirer and for said goods and equipment being on its premises.
- (g) **Decorations.** Any decorations in the hall must be attached to the wooden pegs situated at intervals around the dado rail. The Club will charge the hirer the repair cost of any damage caused by decorations fixed by any other method.
- (h) **Additional charges.** Any additional cleaning costs and the cost of any losses or damage to Club property will be charged to the hirer.

2. THE HIRER is responsible for

- adhering to the Steward's or Assistant Steward's directives at all times. Failure to do so may result in the cessation of the function before the scheduled time.
- the behaviour of their guests at all times while on Club premises, including the car park and patio areas.
- the supervision of the hall entrance doors and toilet areas.
- ensuring that guests leaving the function vacate the premises quietly.
- identifying the location of all fire exits and ensuring that they are kept clear during the function.
- ensuring their guests smoke only on the rear patio area and do not smoke or congregate at the front entrance to the building.
- ensuring that their guests do not enter the lounge bar or small bar (unless it is part of the hire agreement).
- ensuring that hall furniture is properly stacked at the end of the function, unless a cleaning charge has been paid.
- ensuring that any band or any provider of discotheque music contracted by them is made aware that the Club does not accept responsibility for any damage caused to equipment by the cessation or restoration of power.

Hartley Country Club, Culvey Close, Hartley, Longfield, Kent, DA3 8BS

Telephone: 01474 702176. email: admin@hartleycountryclub.co.uk