



School Lane

St Aidens Road, Bamber Bridge, Preston, PR5 6GD

Application for Venue Hire

(Circle which Function Room Required)

Ascroft Room **Longton Room** Date: _____ - _____ - _____ (MM-DD-YYYY)

Number of Guests: _____ DAY: _____ (i.e. Monday)

Name: _____ Address: _____

_____ Postcode: _____

Type of Function: _____

Main Contact Details	Keeping You Updated
<p>Home Tel: _____</p> <p>Mobile Tel: _____</p>	<p>To keep you updated on events at the club please provide your email address below.</p> <p style="color: red;">We do not provide your details to any third parties.</p> <p>Email Address: _____</p> <p>-----</p>
Catering & Entertainment	

Please Tick

Catering: Recommended Club Catering Partners No Catering at this event

Menu Choice _____

Entertainment: Club Recommended Disco Club Recommended Band / Artist

Club DJ _____ Own (please provide details)

Signature

Your Signature: _____ Date: _____

Please return this form together with a signed copy of the Terms & Conditions for the hiring of the Function Room(s)





School Lane Club

St Aidens Road, Bamber Bridge, Preston, PR5 6GD

You, the 'Hirer', **MUST** read and agree to these Terms & Conditions

- 1(a) Application for the Hire of the Venue must be made on the attached Application Form and returned to **School Lane Club, Withy Arms House, Browndedge Lane, Bamber Bridge, Preston, PR5 6TA**. Until the form has been received, and any deposit paid, no booking should be considered confirmed.
- (b) The Club at its absolute discretion may refuse an application for the use of the venue without explanation.
- (c) The Hirer will be required to pay to the Club, not less than 14 days before the date of the booking of the venue, a deposit of £200.00. This sum shall be refunded to the Hirer within 14 days if the Club has sustained no loss or damage as a result of the hiring. If any loss or damage occurs, or any money due to the Club has not been paid, the deposit will only be repaid less an amount sufficient to discharge the Hirer's indebtedness to the Club. In the event of any loss or damage or unpaid monies exceeding £200.00 the deposit will be forfeited and set off against the Hirer's indebtedness to the Club.
- (d) Should the Hirer cancel the booking the deposit shall be **FORFEITED**.
The venue may then be re-let with or without charge at the discretion of the Club.
- (e) The Club is able to cancel bookings at any time by not less than 24 hours prior notice in writing to the Hirer and the Hirer shall **NOT** be entitled to any compensation other than a refund of the hiring fee.
- (f) The Club is able to cancel **AT ANY TIME** any booking of the venue in consequence of any Public Calamity, Fire, Act of God, War or due to withdrawal or suspension of any license or by reason of any work required to be done by a Licensing or other Authority or by any reason of any person whatsoever interfering with the efficient working of the Club or from any cause whatsoever not within the control of the Club. The Club's decision upon the above matters shall be final and conclusive and in such circumstances the Hirer shall **NOT** be entitled to any compensation other than a refund of the hiring fee.
- (g) The Club may **TERMINATE** any hiring in the event the Hirer commits a breach of or fails to observe or perform any of these Terms and Conditions.
- (h) The Hirer may not use the venue for any purpose other than that specified in the application.
- (i) The Hirer may not sub-let the Venue.
- (j) These Terms and Conditions for the use of the Venue may be amended by the Club at any time, without notice. Amendments will apply to every hire regardless of the date of such hire.
- (k) The term "Hirer" in these Conditions shall be taken to mean the person, persons, organisation or incorporated body, such as a Limited Company, making application to hire one of the Function Rooms.
- (l) The term "Venue" in these Terms & Conditions shall be taken to mean **ANY** part of the detached premises and its contents, both inside and out, known as School Lane Club.
- 2(a) The Hirer is responsible for and may need to make enquiries with the appropriate Licensing Officer subject to the Hirer's use of the Venue.
- (b) The Hirer shall be deemed to have notice of any Conditions attached to any relevant Licences and shall observe and perform such Conditions insofar as they affect the hiring. Requests for extensions of any nature shall be made to the Club and the Hirer shall be responsible for the payment of any costs in connection with any such application.
- (c) The **capacity** of the Function Room known as the **Longton Room** is **250**. The Longton Room is on the First Floor; there is no disabled access.
- (d) The **capacity** of the Function Room known as the **Ashcroft Room** is **70** and is on the Ground Floor.
- (e) Sales of alcohol maybe withdrawn by the Designated Premises Supervisor (DPS; or a Manager or Designated Deputy) at any time if any person using the Venue behaves in an unruly, disorderly or unseemly manner or if the DPS is of the opinion that such behaviour may occur at the Venue. The DPS may refuse to provide alcohol for sale if they are of the opinion that the hiring is for a function for which the Venue is unsuitable.
- (f) The Hirer must not do nor permit any act which may imperil the Licence held by the Club and must not commit or permit any breach of any statutory provision, or regulation relating to the Licence.
- 3(a) The Club shall not be liable for any accident or injury sustained by the Hirer or any person present in the Venue arising from the negligence or default of the Hirer or its servants or agent. The Hirer shall indemnify the Club against all costs, claims and demands in respect of any such accident or injury.
- (b) The Venue shall be in the care and custody of the Hirer and the Club accepts no responsibility for any loss or damage sustained in respect of any articles or other property whatsoever brought into or left in the Venue by or on behalf of the Hirer or any other person.

- (c) The Hirer accepts full responsibility for **any** damage done to the Venue during the period of and arising out of the hire of the Venue. All internal or external decorations **must** be fixed **and** removed to the satisfaction of the Club.
- (d) No entertainment shall be held which will risk or invalidate any policy of insurance of the Club. In the event that special insurance of the premises might need to be arranged for the Club, the Hirer will pay any additional premium required.
- (e) The Hirer agrees **NOT** to drive nails, screws or other fastenings into the walls, floors, furniture or any other part of the premises. The use of Sellotape is **not** allowed; only **BLUETAC** or its equivalent may be used.
- (f) All intended decorations must be considered with and agreed, in writing, by the Venue Manager.
- (g) The Club **WILL NOT** incur any liability on behalf of the Hirer and any expenditure incurred by the Club on behalf of and at the request of the Hirer must be discharged before the function date.
- 4(a) Seats and tables will be arranged by the Club with sufficient gangways in all respects to afford means of rapid exit and the Hirer shall keep such gangways and all passages and exits free from obstruction.
- (b) All doors giving egress from the venue shall be kept unfastened and unobstructed and immediately available for exit during the whole of such time as the venue is being used by the Hirer.
- (c) All enquiries regarding the facilities available, layout, times of entry etc should be made to the Venue Manager.
- (d) The Hirer must not use, or permit to be used, any special effects, stage lighting, venue lighting or other electrical equipment without the prior written consent of the Venue Manager. The Hirer must ensure that a suitably qualified electrician is in attendance during the operation of any additional special effects, stage lighting, additional venue lighting or any electrical equipment. The Club can provide an electrician if required. The electrician's time will be recharged to the Hirer at the hourly rate applicable to the day and time of day. The Hirer must give at least 7 day's notice if the services of an electrician are required.
- (e) All arrangements in connection with the Hiring of the premises must be to the approval of the Venue Manager and the Hirer shall comply with all reasonable requests made to the Hirer at any time.
- (f) Pyrotechnics shall **NOT** be used on the premises and this includes but is not exhaustive: fireworks, flash powder, transformation powder, ignition, slow burning smoke, smoke candles, miniature and small maroons, pyrotechnic fuses and the like.
- (g) **WITHOUT EXCEPTION** no explosives, toxic, hazardous or highly flammable substances shall be brought on to or used at the premises.
- (h) **WITHOUT EXCEPTION** no Real Flames shall be used on the premises at any time.
- 5(a) The removal from the Club of all items at all belonging to the Hirer, or brought into the venue in connection with the purpose in which the venue was hired, shall be the responsibility of the Hirer. All items must be removed from the Venue within 24 Hour of the end of the hire period. In default, the Club may dispose of the items as it thinks fit without being liable to the Hirer.
- (b) The Hirer **MUST NOT** continue its occupation of the venue after the hire period and will be responsible for any losses occasioned by the Club for exceeding the designated times. The designated times being those booked by the Hirer on its application form **plus 30 minutes** permitted time in which to vacate completely the said premises.
- 6(a) If the Club determines and notifies the Hirer in writing, the Hirer will provide stewards to properly supervise the function in the venue.
- (b) The Club may engage stewards and other persons, including police officers, as the Club may consider necessary to keep order during the hiring and the Hirer will be responsible for any costs arising from that engagement.
- (c) In the event of any occurrence at the Venue which causes the DPS to call for police assistance the DPS may close the event and the Hirer will have **no recourse** on the Club for any loss incurred. The DPS may call for police assistance without any consultation with the Hirer
- 7(a) The Venue is not a Cinema. No event may be held at the Venue which might be construed to be subject to any provisions of the Cinematograph Acts or any statutory modification.
- (b) No person at the Venue may demonstrate a performance of hypnotism, mesmerism or any similar act or process.
- (c) The Hirer shall only hold such raffles, draws and lotteries as are lawful and the entire responsibility for the conduct of it shall be that of the Hirer.
- (d) Auctions of any kind cannot be held at the Venue.
- 8(a) The Club and its servants or agents **MUST** be able to gain access to the venue at all times.

Phone: 01772 697706 Fax: 01772 338379

School Lane Club Limited

Registered office Withy Arms House, Brownedge Lane, Preston, PR5 6TA

Registered in England and Wales 7831827

(b) The Clubs servants or agents are **NOT PERMITTED**, under any circumstances, to alter these Terms and Conditions save where the Hirer has such amendment, of any kind **IN WRITING**

9(a) The Hirer shall not use the Venue for the performance in public of any dramatic or musical work or of any lectures in which copyright subsists without the written consent of the owner of the copyright. The Hirer shall indemnify the Club wholly against any infringement of copyright occurring.

(b) The Hirer will indemnify the Club against any demand for payment by the Performing Rights Society.

(c) The Hirer shall comply with the Children and Young Persons Act 1933 and particularly:

"Where there is provided in any building and entertainment for children, or an entertainment at which the majority of the persons attending are children then, if the number of children attending the entertainment exceeds 100, it shall be the duty of the person providing the entertainment to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part thereof that the building can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to make all reasonable precautions for the safety of the children."

10(a) The Hirer will **NOT** fix or arrange to be fixed posters, placards and the like upon any building, wall, fence, gate, door, pillar, tree or post in or on any street or public place without lawful permission. The Club has an obligation to remove improper notices and will do so.

(b) Posters and the like may only be displayed on any notice boards inside or outside the venue with the written consent of the Club. The wording of all posters, placards, handbills, press advertisements and tickets in connection with the function for which the hiring is made shall be submitted to the Club for approval before they are printed in default of which the hiring may be cancelled.

(c) The Hirer shall not be entitled to grant sound, television broadcasting or filming rights without the written consent of the Club.

11(a) If the Venue Caterers have agreed to provide food or refreshments in respect of which a charge has been agreed based on the number of people who are expected to attend, the Hirer must give at least 28 clear days' notice of any reason to expect those numbers of people to increase or decrease in default of which the Hirer must pay to the Club the full charge for the food and refreshments calculated by reference to the number previously agreed between the Hirer and the Club.

(b) No person, other than the DPS and its servants or agents may sell or permit to be sold alcoholic beverages of any nature upon the premises.

12(a) Any person on the **Pubwatch** Red Card list is **EXCLUDED** from the Venue.

Any person, whether on a **Pubwatch** list or not, who has already been **EXCLUDED** from the Venue or has been excluded from the **Withy Arms**, Station Road, Bamber Bridge will be refused access to the Venue.

The **Hirer must ensure** its guests are **not** on the Red Card list and are **not** already barred from either the Club or the Withy Arms. If such a guest gains entrance to the Venue and refuses to leave then the Club may terminate the function with immediate effect.

(b) Persons **under the age of 18** cannot consume alcohol at the Venue. Any guest who purchases alcohol for someone **under the age of 18** will be required to leave the Venue and if such guest refuses to leave then the Club may terminate the function with immediate effect.

(c) The Club **does not provide facilities for children** though well behaved seated children are welcome at all functions and in every Venue to the extent that the Licensing Laws allow. Children must be accompanied at all times whilst at the Venue and whilst visiting the Toilets at the Club. The DPS will ask guests with unruly children to leave the Venue.

(d) If the Hirer contracts with any outside entertainment such as a Disc Jockey, then a Portable Appliance Test (PAT) Certificate in the name of that Disc Jockey and Public Liability Insurance Certificate must be included with the booking form or provided at least 28 clear days before the function date.

Failure to produce these documents will result in the entertainment being refused access to the Venue.

Ifull name
offull address

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Have read fully and understand and agree to these Terms and Conditions.

Signed.....Date.....