

TO:- The Royal British Legion Club (Ferndown) Ltd. Church Road, Ferndown, Dorset BH22 9ET
(hereinafter referred to as the owner)

Name of Hirer _____

Address of Hirer _____

Town _____ Post Code _____

Telephone Day _____ Mobile _____

Email Address: _____

DAY _____ MONTH _____ YEAR _____

Set up time _____ Event time _____ AM/PM End _____

Number of people attending (important for our staffing levels) _____

For the purpose of ... _____

I hereby agree and enclose

I Hereby apply for the hire

1) Denis Blandford Hall 2) + Bar

3) 1st Floor Lounge 4) + Bar

5) Conference Room

(delete as appropriate)

a) a non refundable booking deposit fee of £50.00 as stated for such hire, and

b) a refundable security deposit of £50 subject to the terms overleaf.

I agree to pay all monies due for the balance of the hire or breach of the terms and conditions overleaf. I have read the and conditions of hire and am aware a copy of these may be found on our the website below or on demand.

A deposit to secure the booking will be taken but the full amount for hire must be paid within one month of the booking unless the event is within these timescales whereas payment in full is required on booking.

All payments to Royal British Legion Club (Ferndown) Ltd

(calculated in accordance with the scale of charges) & to observe & adhere to the terms and conditions herewithin.

The official receipt no _____ for this deposit shall be taken as confirmation of the booking.

Date _____ Signature of Hirer _____

Date _____ Signature on behalf of Owner: _____

RBL Membership No	
Official use only	
Payment by:	Cash Cheque £
Deposit Booking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Security	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Balance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Guest list provided Y/ N	<input type="checkbox"/>
No of Guests	<input type="text"/>
Room Hired	<input type="text"/>
Stage	<input type="checkbox"/>
Sound /Projector	<input type="checkbox"/>
Lighting system	<input type="checkbox"/>
Table Plan	<input type="checkbox"/>
Corkage	<input type="checkbox"/>
Doorman	<input type="checkbox"/>
Room Set up time	<input type="text"/>
Tea/Coffee for	<input type="text"/>
Bar required	<input type="checkbox"/> Extn <input type="checkbox"/>
Catering	<input type="checkbox"/> Kitchen <input type="checkbox"/>
Type of meal	<input type="text"/>
Club Disco	<input type="checkbox"/>
Own Music	<input type="checkbox"/>
Club Clean	<input type="checkbox"/>
Special Requirements	<input type="text"/>

1. All applicants for the hire of the hall/upstairs bar must be in writing on the application form and forwarded on completion to the Club Secretary at the Royal British Legion Club (Ferndown) Ltd, Church Road, Ferndown, Dorset BH22 9ET. A copy of the form is held on the owners website.
2. All charges must be paid before the time the hiring commences. No booking will be made until both the Booking and Security deposits have been paid. The official receipt for the deposit shall be taken as confirmation of the booking.
3. The hall will not be hired out to persons under 21 years of age.
4. All conditions attached to the Public Entertainment's Licence shall be duly observed. A copy of such conditions may be seen on application to the Owner and the hirer shall be deemed to have had notice of all such conditions.
5. No copyright dramatic or musical work shall be sung without the licence of the owner of the copyright and, if required, all such licences shall be produced to the Owner before commencement of the hiring. The hirer shall indemnify the owner against any infringement of copyright which may occur during the hiring.
6. A fully refundable security deposit as over is applicable, subject to no damage and the hired accommodation is left clean, tidy and in an acceptable condition. Should the hirer be in default of these or any booking conditions, any costs for additional cleaning, repair or replacement will be chargeable from the security deposit. Any additional costs over and above the security deposit will be chargeable in full to the person booking the hall or our accommodation (whether for self or on behalf of others).
7. 7.1 Should the hirer cancel the booking all monies will be forfeited and the refundable security deposit in these circumstances will be refunded in full subject to 7.2. 7.2 If the booking is cancelled the management reserves the right to charge for any other pre bookable hirer requirements which cannot be cancelled within the time frame. e.g special equipment or specific needs which necessitate external hire plus an admin charge.
8. Should the Owner cancel the booking the maximum liability accepted by the Owner will not exceed the booking fee (or the booking deposit if this is the only payment received) for the date(s) reserved. The booking fee or deposit will be refunded, as part of any liability, in full up to a maximum of the total booking fee or deposit received in advance.
9. It is accepted that in booking with us you have obtained the appropriate authority to do so if booking is on behalf of other associations, organisations or individuals.
10. The hirer is responsible for all Health and Safety aspects of their booking from the time of hall / room preparation, hire period, hire post cleaning.
11. Any building defect or problem identified must be notified to the management immediately
12. Should it be deemed necessary for additional staff security personnel for any given event then the hirer shall be responsible for all costs.
13. No liquor or drinks of any description shall be used, sold or supplied to any person without the pre consent of the owner. Corkage, charges may apply.
14. Smoking is not permitted inside the premises or outside the Emergency exits or main entrance. The hire must instruct his or her users of the building to utilise the designated smoking areas. Access to smoking designated areas will be explained to the hirer. Smoking in any area by the hirer or their guests, other than the designated area; will result in the deposit being forfeited.
15. Where the Owner, refers or recommends external suppliers at the hire event, the owner takes no responsibility in any form.
16. Fire doors may only be used in an emergency and for no other use. All access must be via the main club doors.
17. In all cases of dispute these terms and conditions shall prevail.

The Owner

1. The Owner hereby notifies the hirer that the premises are surveyed with C.C.T.V. recording in the interests of Property, Staff, members, hirers health and safety.
2. The owner shall not be responsible for any loss of or damage to any property arising out of the hiring nor any loss damage or injury which may be incurred by or done or happen to any person or persons reporting to the hall or upstairs bar during the hiring arising from any abuse whatsoever or any loss due to the breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restrictions or Acts of God which may cause the hall or upstairs to be temporarily closed or the hiring interrupted or cancelled and the hirer shall indemnify the owner against any claims which may arise out of the hiring or which may be made by any persons resorting to the hall or upstairs bar during the hiring in respect of such loss, damage or injury.
3. The right of entry to the hall and upstairs bar is reserved to the Royal British Legion Club (Ferndown) Ltd and any other Agent of the Owner and any Police Officer at any time during the hiring.
4. If the Owner deems inappropriate behaviour or act has taken place during the hire period they reserve the right to close the event and ask all parties to leave without recompense of any nature.

The Hirer

1. The hirer shall not sublet any part of the hired accommodation thereof.
2. The hirer shall be responsible that good order is kept in the hall and upstairs bar during the hiring and the owner may, if he/she thinks fit, charge the hirer for any extra expense the owner may incur for engaging Police Officers to preserve prior to, during or after any entertainment or meeting in the hall or upstairs bar.
3. No bolts, nails, tacks, screws, hooks etc shall be driven into any part of the hall or upstairs bar nor shall any placards or other articles be fixed thereon.
4. The hirer shall at the expiration of the period of hiring leave the hall or upstairs bar in a clear and orderly state.
5. Should the hirer require the owner to clean the hired area, after it has finished being used, a pre arranged fee is agreed and applicable.
6. No flags, emblems or other decorations shall be displayed outside any part of the hall or upstairs bar without previous consent of the Owner.
7. The hirer shall remove any flag, emblem or other decoration displayed inside the hall or upstairs bar if in the opinion of the owner it shall be unseemly or expose the hall or upstairs bar to an undue risk of fire or in the opinion of the owner or the owners agent is likely to lead to a disturbance of the peace.
8. No additional lights or extension from the existing electrical light fittings shall be used without the prior consent of the owner. Should permission be granted, the hirer shall only use electrical equipment which meets current UK Electrical and Safety Regulations and holds a current P.A.T safety approval and markings.
9. No part of the hall or upstairs bar shall be used for the sale of furniture or real estate by anyone or otherwise without the previous consent of the Owner.
10. The hirer undertakes to turn off all lighting and heating apparatus and water taps and ensure that all windows are properly secured at the end of the function.
11. The hirer shall be responsible for any loss or damage caused to the premises, furniture, fixtures, figures and effects during the hiring, and for any loss arising from the failure of the hirer to turn off the lighting and heating apparatus, hot and cold water taps and secure all doors and windows at the end of the hiring.
12. Where the hirer uses third parties for entertainment the hirer must ensure the third party has Public Liability Insurance to a minimum of £5M.
13. Where the hirer(s) negligent use of the facilities has been proven by the Management of RBL Club (Ferndown) Ltd any costs to clean, tidy, repair or replace said damage and any consequential lost will be due in full from the hirer.
14. Where the bar person considers it appropriate any person(s) using the bar may be asked to produce I.D prior to being served.
15. Number 14. above is not intended to offend but to ensure our compliance with legislation. No person may purchase alcohol on behalf of any person who is under the legislative age. Upon any request for I.D, the bar person's ruling will apply in all cases unless identification (I.D) is provided to confirm compliance to any age restrictions enforce. Any breach of these conditions by any person will result in you being asked to leave the premises without refund or deposit return. Please ensure you enforce this with your guests.
16. Where persons are found to have secretly purchased alcohol for under age persons, all will be asked to leave the premises. We take no responsibility where these instances take place. The person purchasing the drinks in this case is liable to prosecution under U.K legislation.
17. Hirer parking – There is ample parking for the hirer's use which is used at their own risk.
18. The Hirer takes responsibility to inform their attendees of all rulings, fire & emergency procedures that may affect them and must complete a Guest list together with the balance of any payment prior to the event to comply with our Policy and health & Safety requirements.
19. To comply with Safety and Security requirements and in the interests of the hirer. The hirer and our on duty person will register persons into the event. Please note only Club members and signed in guests are allowed entry to the main lounge bar.

Please note the FIRE assembly point is at the front of the building car park by the advertising signs

Signature overleaf will be taken as acceptance of all terms and conditions a copy of which are on our website