

Abingdon & District Conservative Club Ltd
59 Ock Street
ABINGDON
OX14 5AG
(01235) 525309

Hiring Agreement Between – Abingdon & District Conservative Club Ltd

and Membership No. (if applicable)

Name Phone No.....

Address.....

Postcode.....

Email.....

Date of Hire Time of party, fromto.....

Purpose of Hire.....

For the agree sum of

£100 (Members) £120 (non Members) for Neave Room

£12 (Members) £14 (non Members) for Family Room

£12 (Members) £14 (non Members) for Conference Room

A refundable damage deposit (must be cheque) £50 POST/DESTROY

Cleaning of room Hirer Club cleaner £20 (*optional*) to be paid at time of booking (*please tick*)

The approximate number of people attending the function are..... maximum.

Accommodation Hired (*please tick*) – Neave Room..... Bar..... Family Room.....

Please Note: Normal Bar opening hours are 19.30 – 23.00, Monday to Saturday. Other hours are by prior arrangement only.

I having agreed to hire the accommodation as identified above,
For the purpose described, **will comply with all the conditions as set out overleaf.**

Date:

Method of Payment: Cheque Cash

Hire Charge £..... Less Deposit £..... Balance Due £.....

Important: TO CONFIRM THIS BOOKING the enclosed copy of the Hire Agreement must be signed and returned with a DEPOSIT OF 50% of the Hire Fee (Minimum £ 50.00) within 7 (seven) days. The balance of the hire charge must be paid at **least one month** prior to the event. Cheques must be made payable to 'Abingdon & District Conservative Club'.

Cancellations: All cancellations **MUST** be made in writing to the Club Secretary.

Booking cancelled **eight weeks** or more before the Hiring are eligible for a full refund.

Booking cancelled less than **eight weeks**, but not less than four weeks before the Hiring, will forfeit the deposit.

Booking cancelled less than **four weeks** prior to the Hiring will be subject to the full Hiring fee.

Important: Entry to the Neave Room, is at the **rear** of the premises, **ONLY**, via Conduit Road.

Attempted entry/Exit by means of the Club Front Door is **NOT** permitted and may cause inconvenience to yourself and your guests.

The Hirer - CONDITIONS OF HIRE

1. (a) Will indemnify The Abingdon & District Conservative Club Ltd. (Known as 'The Hirer') against loss, damage or breakage of furnishings, fixtures and equipment in the premises hired (or any other part of the building where the loss or damage is a result of the hiring) and will make good any loss or damage necessary in connection with the aforementioned function.

(b) Will indemnify the Hirers (as described in 1(a) above) against any accidental injury or death on the part of any person(s) attending the aforementioned function, or any persons engaged in preparations for, or of, the aforementioned function, or for any reason whatsoever, in connection with the aforementioned function.
2. (a) Will not provide or sell alcoholic beverages on the premises.
(b) **Will ensure that children under the age of 14 (fourteen) years are excluded from the bar area when alcoholic beverages are on sale.**
(c) Will ensure that alcoholic beverage is not provided to, obtained or procured for, or consumed by, persons under the age of 18 (eighteen) years.
3. (a) Will use the accommodation hired only for the purpose(s) as described over and will make no admission charge.
(b) **Will not block any fire exits, doors etc with any furniture or any belongings.**
4. Will ensure that no person attending the aforementioned function, other than Members of the Abingdon & District Conservative Club Ltd, shall enter the Lounge Bar, Games Room or any other part of the Club premises unless invited to do so by a Club Member and signed in.
5. (a) Will ensure that when the Hiring is for a children's party that adults will always be present in the accommodation hired: that the ratio of at least one (1) adult per fifteen (15) children be maintained, and **AT NO TIME** must there be less than two (2) adults present.

(b) Children will not be allowed to play in the car parking area at any time whatsoever. If the children are outside they must be restricted to the gravel area immediately to the rear of the Club.
6. When 'live' or recorded music is being played, will ensure that the sound is kept to a reasonable level in order to avoid disturbance to residents living nearby. **All live entertainment MUST supply a copy of their Public Liability Insurance before the date of booking to the Secretary of the club. This can be done via email – abingdonclub4@gmail.com. Failure to provide may result in the booking being cancelled.**
7. When 'live' or recorded music is being played at night, will ensure that ALL windows, together with the fire-escape doors on the car park side, that is the North-facing side of the Neave Room, shall be kept tightly closed to obviate any excessive noise. **The sound control system is not to be tampered with.**
8. **When the hirer is cleaning the room, will leave the room(s) in a clean and tidy condition, having cleaned any spillages; tidied the furnishings and bagged all rubbish. Any furniture moved must be returned to its original position.**
9. Will vacate the premises not later than 30 minutes after the time of closure of the function as agreed overleaf.
10. Will vacate the premises immediately on the instruction of a representative of the 'Hirers' should any of the aforementioned 'CONDITIONS OF HIRE' be broken.

The club cannot accept any responsibility for damage or loss occasioned to personal possessions of individuals or organisations left or kept on the Club premises. The Club reserves the right to keep the £50 returnable cheque, if the hall, toilets or its furnishings are damaged in any way.