



HALTON FARNWORTH HORNETS arlfc

Application Form to Hire WLSG Annexe Main Room

Wilmere Lane Sports Ground, Wilmere Lane, Widnes, Cheshire, WA8 5UP
 TELEPHONE 0151 420 6169 (Site Number)
 Main Contact... T: **0151 420 6392** or E: jdodd53@hotmail.co.uk

PLEASE COMPLETE IN BLACK INK & BLOCK CAPITALS

Full name of Hirer or Organisation:				Telephone No:	
Address:				Day 01	
				Evening 01	
		Postcode:		Mobile 07	
Type of Function/Event:					
Is a Disco Required? (Chargeable):		Yes/No		Time Room Required: [THIS SHOULD INCLUDE FOR SETTING UP, TAKING DOWN & CLEANING UP] From To	
Date of Function:		/ /			
Total Number of People Expected:		Adults Juniors		Room Hire Price Per Hour: £	
Pool Table Required:		Yes/No		Projector Required: Yes/No	

Buffet/Full Catering Required:	Yes/No	Details of Company:	
Own Catering Provided:	Yes/No		
Tea/Coffee Required (£1.00 per cup):	Yes/No	On Site Equipment Available to Hire: [Please Delete if NOT Required]	
Tuck Shop Required:	Yes/No	Microphone/Background Music/Flip Chart/ Video Player/	

Name of Person Responsible For Function & In Attendance For The Duration Of The Hire:	
Email Address of Above Person:	
Where Did You Learn Of These Facilities:	E.G. Word of mouth
If An Advertisement Please Give Details:	



Indemnity to be completed for all applications

In consideration of **HFH** granting me/us the use of the aforementioned premises, I/we agree to pay **HFH** the cost of making good any damage caused to the premises by me/us or any of our guests. This includes both internal and external damage.

It is further acknowledged and agreed that **HFH** give no warranty of the suitability of the premises for the use to which I/we intend to put them. I/we hereby agree to indemnify **HFH** or their Officers, Servants and Agents against all actions, cost, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the **HFH** Officers, Servants or Agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for a specific function or purpose shall only be carried out on approval by **HFH**.

It is further acknowledged and agreed that I/we will indemnify **HFH** in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in force at the time, and in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I have read and understand the **HFH** Terms and Conditions of Hire as explained on pages 3 & 4 of this application.

Applicants Signature:		Print Name:		Date:	
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HFH Signature:		Volunteer Role:		Date:	
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HFH for their part will ensure that Public Liability Insurance is active for the duration of the hire.

FOR OFFICE USE ONLY

<u>COSTINGS</u>	
Total Room Hire Charge	£
Disco Cost	£
Catering Cost	£
On Site Equipment Hire	£
Pool Table Hire	£
TOTAL	£

<u>BOOKING MANAGERS RECEIPT NUMBER</u>	
IS A 50% SECURITY BOND APPLICABLE?	
YES	NO
VALUE OF SECURITY BOND RECEIVED	
£	
DATE	

Deposit Paid	£	Balance Owed	£
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HFH Terms and Conditions of Hire

In these Terms & Conditions:

- 1. HFH** means **Halton Farnworth Hornets arlfc**
- 2. The Hirer** means the person named on the Booking Form.

ACCESS: The Hirer must hire the premises for the times he/she requires it for, not only for the function period but for any equipment delivery setting up/dismantling, decorating, table laying, rehearsals or any other time anyone involved in the event or function requires being on the premises. These times must be stated on the forms and access will only be granted at the times paid/booked for. Should additional time be required, it must be booked in advance of the date of the function being held.

Access to Annexe kitchen is permissible with the permission of the **HFH** Booking Manager.

The Hirer shall indemnify **HFH** and its Officers and Servants against all actions, expenses, claims, penalties and demands arising out of, or in any way connected with the hiring, or any accident or loss which may happen to, or be sustained by, any person by reason thereof.

ADVERTISING: The Hirer shall not place any fly-posters or display or affix any form of advertising or marketing literature on the external structure of the building or internally or in the vicinity of the buildings on the site unless prior permission has been sought and obtained first.

CANCELLATION BY HFH: If the premises shall be required by **HFH** for the purpose of Election, National or Local Emergency or Local Celebrations/Occasions, **HFH** may be forced to cancel the letting of the premises by notice (written or oral) given to the Hirer at any time.

HFH reserves itself and/or its nominees, the right of sale of all refreshments.

Under no circumstances must food or drink be sold on the premises unless agreed beforehand with the HFH Booking Manager. If the Management deems this to be the case on the day of the event/function, the event will be terminated.

CHILDREN: When children are present at functions their parents or guardians are required to ensure that the behaviour of the children is kept within reasonable limits. Anyone found vandalising the premises or acting in a disorderly fashion will be ejected from the premises. In every letting there shall be deemed to be implied an undertaking on the part of **The Hirer** with **HFH** to strictly observe the provisions of the Children & Young Persons Act.

CLEANLINESS/TIDINESS: The Hirer is responsible for leaving the premises in a clean and tidy state. Any items taken into the Annexe Building, in conjunction with food and drink, must be cleared away from all areas used by **The hirer**.

All forms of decoration (including balloons, posters, and floral arrangements, etc) must be approved by the **HFH** Booking Manager and removed from the premises after the hire. The **HFH** Booking Manager can provide black bin bags up on request.

Any Caterers using the premises must ensure that any area they have used must be left in the same condition as they found it. This includes the washing down of all surfaces used, sweeping/mopping of floors and disposal of any rubbish. Failure to leave the premises in a fit condition as deemed by the **HFH** Booking Manager will result in a cleaning charge being raised and deducted from **The Hirer's Security Bond**. Alternatively, the **HFH** Club will raise a separate invoice against **The Hirer**.

CLOAK ROOMS: Any cloak room accommodation provided by **HFH** Booking Manager on the premises may be used by **The Hirer** with prior permission. **HFH** does not accept responsibility for any loss or damage to any articles belonging to **The Hirer** or to any member of the public, whether or not deposited in the cloakrooms. As a condition of the letting, **The Hirer** indemnifies **HFH** Club from all liability in respect thereof.

COLLECTIONS & LOTTERIES: No collections, games of chance, sweepstakes or any form of lottery shall be promoted, conducted, or held on the premises. Exceptional are such lotteries that are deemed to be not unlawful by virtue of any enactment relating to the Gaming, Lettings, and Lotteries Act.

STORAGE: Storage of any items on the premises, either prior to the booking hours of the function/event or afterward, is not permitted unless otherwise arranged and/or paid for in advance.

TRESPASSING: The Hirer must take steps to ensure that persons do not trespass in parts of the premises not engaged by **The Hirer**.

UNDERLETTING: The Hirer shall not, without the prior consent of the **HFH** Club, use the premises or any part thereof for any purpose, other than that stated on the Application Form and **The hirer** shall not, without such consent, sub-let any part of the premises to any other person or group.

UNDERTAKING: In every letting there shall be deemed to be implied on the part of **The Hirer** an undertaking with the **HFH** Club to comply with these Terms & Conditions of Hire, and to indemnify and save the **HFH** Club from all penalties and costs they may occur in consequence of any default in complying with such Terms, Conditions and provisions.

Property of:	HALTON FARNWORTH HORNETS arlfc [COPYRIGHT © 2010]
File Name:	APPLICATION FORM TO HIRE WLSG ANNEXE MAIN ROOM
Q/C No:	HFH/05/001/M.10.0



FUNCTION HOURS: Licensed opening hours or set times must be adhered to at all times and will be enforced by the **HFH** Management or their representative(s).

LICENCES: The hired premises are not licensed for public dancing or public musical entertainment on weekdays and weekends.

PARKING: The **HFH** Club accepts no responsibility in respect of any vehicle or for any loss or damage to any vehicle or its contents

PHONOGRAPHIC PERFORMANCES: The **HFH** Club has no licence with the Performing Rights Society Limited to cover musical events.

PURPOSE OF HIRING: Every application must contain full particulars of the precise purposes for which the premises are to be used by **The Hirer**.

The premises may not be used for or by:-

- Gambling.
- Any political group or party without the prior agreement of the **HFH** Club.
- Activities initiating, promoting, or inflaming racist, sexist, or violent tendencies amongst users or the general public.
- Any event tending or likely to lessen or detract from the good name and reputation of the **HFH** Club.
- Alcohol is not allowed on the site.

REFUSAL OF HIRING: The **HFH** Club reserves the right (without necessarily stating reasons) to refuse to let the premises for any purpose, which it considers not to be in the best interests of the **HFH** Club.

SECURITY BOND: The **HFH** Club committee shall, at their discretion, implement the requirement for a **Security Bond** to be paid by **The Hirer**. If this clause is activated a **Security Bond** shall be payable at the initial booking stage by **The Hirer**. This **Security Bond** is refundable, in full, after the function/event, providing that no damage is incurred and that the premises are left in a clean and tidy condition within the contracted booking hours. The **HFH** Club shall be sole judges of the damage/excess time and the amount of payment required from **The Hirer's Security Bond** if such cases are applicable.

NONE REFUNDABLE DEPOSIT: **The Hirer** must pay a 50% deposit at the point of making a booking. The deposit is None Refundable and shall be used to off-set the total hire charge to **The Hirer** when payment of the hire charge balance is made.

CONFIRMATION OF BOOKING: A booking will only be considered as being confirmed once a contract has been agreed between **The Hirer** and the **HFH** Booking Manager. This will occur once both parties have signed the Application Form following the payment/receipt of a none returnable 50% deposit and the relevant **Security Bond** amount if applicable..

The FULL balance payment must be paid one week before the hire date.

The **HFH** Booking Manager will not keep any dates vacant unless a 50% deposit, and if applicable, the **Security Bond** amount, has/have been paid at the initial point **The Hirer** makes the booking.

The Hirer shall make no public announcement of any function until the Application has been accepted by a notice in writing addressed to **The Hirer** on behalf of **HFH** Club. Only a **HFH** printed form of receipt will be acknowledged.

FOR OFFICE USE ONLY

<u>DATE OF FUNCTION:</u>			
<u>KITCHEN REQUIRED:</u>	Yes	No	
<u>ROOM BOOKING TIMES:</u> [THIS SHOULD INCLUDE FOR SETTING UP, TAKING DOWN & CLEANING UP]	From	To	
<u>NUMBER OF EXPECTED PEOPLE:</u>	Adults	Children	
<u>CATERING DETAILS:</u>			
<u>COSTINGS:</u>	Room Hire £	Catering £	Disco £
	Equipment £	Pool Table £	Other £
TOTAL COST + SECURITY BOND [IF APPLICABLE]:	£ + £ = £		Deposit Paid £
			Balance Due £

[End]