GOODWORTH CLATFORD VILLAGE CLUB BOOKING FORM

Date required		From (time) To (time)	
Name			
Address			
Postcode		Tel	Email
Type of Function			
Estimated number attending			
Are you intending to run a pay bar?	☐ Yes. See * below	☐ No	
Sale of alcohol using club license.	☐ Yes	☐ No	
Sale of alcohol using TVBC temporary license.	☐ Yes	☐ No	
Are you intending to play music	☐ Yes	☐ No	
If yes to music- will it be recorded, or by a live band?	☐ Recorded	☐ Live	
NB: music must be turned off and the bar closed by 11pm (23.00hrs)			
Equipment Required			

Rooms (Tick as required)	**Outside Options (Tick if required)**
☐ Hall ☐ Kitchen – light usage ☐ Kitchen - cooker/other usage ☐ Committee Room ☐ Billiard Room	☐ Gazebos ☐ Marquee - Provided and erected by hirer. Club electricity not provided. ☐ Marquee - Same but with own/hired generator
☐ Deposit Paid. Amount £ See ** below	☐ Cash ☐ Cheque Date:_____

By signing this Booking Form, the Hirer:

- Agrees to:
  - Act within the Terms and Conditions of use of the Club and its facilities.
  - Act within the current government regulations concerning Covid19, plus any special conditions imposed by the Club.
- Indemnifies the Club in relation to any breach of the Terms and Conditions of use of the Club and facilities.
- Acknowledges the charges and accepts full responsibility for any damage caused by the Hirer, their party members or any third party during the event.

Signed by the Hirer	Date
Print Name of Hirer (IN CAPITALS PLEASE)	
Address and Email/telephone number	
Steward	

Notes

* If you are intending to run a pay bar, you must complete the 'Conditions of Sale of Alcohol' attached and ensure that it has been approved by the Designated Premises Supervisor prior to the event. Should you intend to apply to TVBC for a Temporary Licence, a copy of your licence must be given to the Treasurer (via the Club Steward, Kate Savage) at least 2 weeks before the event.

** All provisional bookings must be confirmed with a deposit of £50 (or the full hiring charge if less than £50) within 4 weeks of making the booking.

October 2022
Goodworth Clatford Village Club CIO
Charity No. 1190564

GOODWORTH CLATFORD VILLAGE CLUB HIRE INFORMATION 2023

(Commercial rates- Please apply for a quote)

	Residents	Non Residents
Main Hall (per hour)	£8.00	£10.50
Committee Room (per hour)	£3.50	£5.50
Kitchen -Light usage (teas, coffees, cold drinks)	£5.50	£8.50
Kitchen - Cooker/other usage	£16	£22
Billiards Room (per event)	£8.50	£10.50
Billiards / Snooker table (per hour)To book the billiards / snooker table, please complete the advance bookings sheet in the billiard room or telephone the Steward Kate Savage on 0776 9911305.	£5.50	£6.50
Erect marquee in grounds (electricity not included)	£110	£130
Licence fee to run a pay bar using club license.	£27	£40
Refundable deposit (breakages/additional cleaning)	£50	£50
Club Gazebo (plus £10 to erect and dismantle)	£16	£22
Steward Fee (per hour or part thereof)		
Additional cleaning	£11	£13
After 11pm	£16	£22
Set up of tables etc. outside of hire hours paid for	£11	£13

A laundry charge is made for each tablecloth used (large £1.50, small £1.00).

Organisers will be asked to pay a deposit of £50.00 (or the total hire charge if less than £50) against the possibility of damage or late cancellation. Refunds:

- More than three months -100%.
- Between one and three months- 50%
- Less than one month- Nil

Crockery, glasses and cutlery are available for residents to borrow for a refundable deposit of £20 (A donation to the Club would be very much appreciated)

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GOODWORTH CLATFORD VILLAGE CLUB FACILITIES

THE CLUB

The facilities you have booked in the Club will be handed over to you in a clean and tidy condition. If you have any queries or complaints on arrival, please contact the Steward, Kate Savage, immediately on 0776 99 11 305.

The following items are available:

Hall
• 90 x Chairs
• 11 x 2' x 2' tables
• 16 x 2'6" x 6' tables
Kitchen
• Fridge, small freezer, cooker (single large oven + 6 hot plates), dishwasher, plate warmer, water boiler, sink (washing-up liquid, cloths and tea towels, although you may wish to bring your own), oven cloths
• 96 x dinner plates, side plates, cups & saucers, 12 x vegetable dishes and assorted cutlery
• 96 x sets of cutlery x 7 place settings, 24 x tablespoons available for hire
• 12 x milk jugs, 12 x sugar bowls, 10 x gravy boats, 10 x salt & pepper pots
• Various cooking utensils (please check availability of items before event)
• A selection of glasses of various sizes.
• Waste bin. Please note that hirer is responsible for removing all rubbish from the site. You should bring bin liners for any additional rubbish.
Committee Room
• Table and Chairs
Billiard Room
• Billiard table with wooden and cloth covers
Cleaning Utensils
• Large brushes, dustpan and small brush - all by the cupboard between the Committee Room and the Gentlemen's toilets). There is a mop and bucket and additional dustpan and brushes in the kitchen
First Aid
• There is a First Aid box in the store cupboard by the Ladies Toilets. If any of these items are used, please inform the Steward so that they can be replaced.
Parking
• Vehicles driven or parked within the club grounds are at the owners risk/liability.

GOODWORTH CLATFORD VILLAGE CLUB

TERMS AND CONDITIONS

1. Overall.

a. The Club should be handed back in a clean condition, comparable to the state in which it was found. If the Steward is unhappy with the standard of cleanliness, she will contact you to discuss the issue. If the Club has to arrange for a cleaner, the Hirer will be charged in accordance with the Steward's current hourly rate. Please note that access to the Club on Sunday is not available, therefore all cleaning and clearing must be completed on Saturday after the event, unless by prior agreement with the Steward. Failure to comply with the above could result in additional charges being added to the hiring costs.

b. The sale of alcohol is prohibited unless the Designated Premises Supervisor has given written authority.

2. **General**: Ensuring:

a. No drunken and disorderly behaviour takes place.

b. No smoking rules are followed in the building and car park.

c. Adequate insurance cover is in place.

d. A risk assessment has been carried out by the hirer and any problems reported to the steward.

e. Only plastic glasses are used outside the building.

f. All rubbish is removed.

g. All electrical appliances are switched off and the fridge door left open.

h. All doors and windows are properly secured.

i. Compliance with any performing rights aspects concerning music.

3. **Safety:** Ensuring :

a. All fire exits are kept free from obstruction and that fire doors are not wedged open.

b. All exit signs and emergency lighting are turned on throughout the event.

c. There are no fire hazards present. Inflammable substances candles and naked flames are prohibited in the building.

d. The fire services are called to every outbreak of fire however slight and that details are given to the club steward.

e. Provision of a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall not be less than 1 per 10 children present (or for a children's event at least 4 adult helpers). All persons on duty shall have been instructed in their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, how to call the fire brigade and evacuation procedures.

f. No decorations containing combustable material are introduced.
g. Unauthorised heating appliances are not to be used, including portable LPG appliances.
h. The number of people on the premises at any one time does not exceed the number allowed under COVID 19 restrictions.
i. No performances are given which endanger the event attendees.
j. If serving or offering food that all relevant food handling and food hygiene standards are met. This includes ensuring that if foods known to cause allergic reactions such as nuts are present, suitable warnings are given.

4. **Drugs and alcohol**. Ensuring:
   a. No illegal drugs are brought onto the premises.
   b. Sales and consumption of alcohol ceases at 11pm. Drinking alcohol is only permitted in the hall, patio and rear garden.
   c. No alcohol is sold to children.
   d. The conditions in the attached Conditions of Sale of Alcohol are followed

5. **Behaviour.** Ensuring :
   a. Activities including music do not extend beyond the authorised end time (usually 11pm).
   b. Noise reduction equipment is used when provided.
   c. Attendees depart quietly with respect for neighbours.
   d. No bullying racist or aggressive behaviour occurs especially toward and between children.
   e. No gambling or offensive entertainment of an adult or sexual nature occurs.
   f. Children under 16 years of age are accompanied by an adult.
   g. Children are not admitted to a film unless they are within the film's age category.

I have read, understood and will comply with these Terms and Conditions.

Name……

Signed…… Date…….

Revised October 2022

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GOODWORTH CLATFORD VILLAGE CLUB CONDITIONS OF SALE OF ALCOHOL

Licence. Goodworth Clatford Village Club is licensed for the sale of Alcohol.

Licensing Act 2003. There is a statutory requirement that all retail sales of alcohol must be authorised by a Designated Premises Supervisor (any trustee of the charity) and sales can only be made during licensed hours (between 10am and 11pm). The following is a brief outline of the Licensing Act 2003.

- ✳ All persons wishing to sell alcohol should ensure they are fully aware of the requirements of the Act.
- ✳ It is an offence to sell alcohol without authorisation or outside the authorised hours. This offence carries a penalty of 6 months imprisonment or a fine of £20,000.
- ✳ A Police Officer or authorised person may enter the premises at any time if they have reason to believe that an offence under the Licensing Act 2003 has been or is about to be committed. No search warrant is required.
- ✳ The Steward and / or a Club Trustee can insist that the sale of alcohol is halted if they have reason to believe that an offence under the Licensing Act 2003 has been or is about to be committed. No refund of booking fee will be given.
- ✳ It is an offence with fines up to £5000:
    - to sell alcohol anywhere to a person who is under 18. Legislation does not allow for ANY exceptions to this rule.
    - for anyone under the age of 18 to purchase or attempt to purchase alcohol, or for anyone to do so on behalf of someone under 18.
    - for a person under 18 to consume alcohol on licensed premises except where a child is 16 or 17 years old and accompanied by an adult. In this case it is legal for them to drink beer, wine or cider with a table meal.
    - for a personal license holder or any person authorised to sell alcohol, knowingly to sell alcohol to a person who is drunk or who appears to be drunk. This also applies to the companion of a drunken person for that person's consumption.
    - knowingly to allow disorderly conduct on licensed premises.

Other Mandatory Conditions

- Irresponsible Promotions – The hirer shall take all reasonable steps to ensure that their personnel at the club do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. Please read the further notes on IRRESPONSIBLE PROMOTIONS displayed in the kitchen at the club.
- Alcohol dispensed directly into the mouth – The hirer shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
- Free tap water–The hirer shall ensure that free tap water is provided on request to customers.
- Age verification policy – Goodworth Clatford Village Club operates an age verification policy which requires individuals who appear to be under the age of 18 years to produce on request, before being served alcohol, identification bearing their photograph, date of birth and holographic mark.
- Choice of small measures – Hirers should familiarise themselves with the 'choice of small measures' requirements displayed in the kitchen at the club.

Declaration by Hirer:

I agree not to contravene the Licensing Act 2003 in Goodworth Clatford Village Club and abide by the Terms and Conditions of hire on / /

Signed…… Print Name…….. Date……

Authorised by the Designated Premises Supervisor (A trustee) to sell alcohol in Goodworth Clatford Village Club in accordance with the Licensing Act 2003 and the Terms and Conditions of Hire on .....

Signed…….. Trustee Date: ……

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