

**St Mary's Supporters Club
Facility Booking Form**

MEMBER

Name: Membership No:

Address:

Contact Phone Number: Email:

Reason for Hire:

(Parties) – Are You Having a Disco. (Y/N) Enter name of your DJ:

Date of Hire: Approx. No of Guests expected:

Area	Approx. Capacity	Hire Charge	Tick as appropriate	Extension required to Standard Hours? If so what time? [see notes below]
Committee Room	30	Free		
Committee Room & Garden	50	Free		
Bar 2 (green doors closed)	40	Free		
Whole Bar Area	100	1 st Hire Free with each Annual Membership		

Hours Permitted

- Standard booking times are 7:30pm to 11:00pm Monday to Saturday & 7:30pm to 10:30pm Sunday. Additional times may be granted upon request to the committee and will incur an additional charge of £20/hr. Additional hours shall not exceed midnight.
- The garden must be vacated by 11:30pm every day.
- The performance of live or recorded music (e.g. disco) shall not play after 11:30pm.
- Access to the Club to decorate, organise food, arrange disco access etc. may be negotiated and will be provided at the absolute discretion of the Club's Committee. There is an additional £20/hr charge for this facility. We would not expect such access to exceed 2 hours.

General Conditions of Hire

- The hire fee is payable at the time of booking and is non-refundable unless the booking is not accepted or the hirer cancels less than 14 days before the hire date.
- A loss/damage deposit of £50 is payable by the hirer at the time of booking and is refundable subject to a satisfactory inspection. Such deposit does not limit the hirer's liability and the Club reserves the right to pursue the hirer for the cost of rectifying loss/damage in excess of this deposit sum. Payment of deposits are only accepted by cash or bank transfer to St. Mary's Supporters Club, Sort code 30-99-50, Account no.35822460. (Cheques are not accepted).
- This hire agreement does not grant you exclusive use of the Club's facilities - the Club will be open to our members at all times.

- Applicants and their guests may be challenged for proof of age.
- Alcohol and non-alcoholic drinks **MAY NOT** be brought onto the premises.
- Birthday parties will **NOT** be permitted for under 21 year olds.
- The hirer is liable for any damage incurred and for the behaviour of their guests.
- The Supporters Club reserves the right to exclude any person(s) not complying with these conditions.
- Children must be supervised by an adult at all times

Garden/BBQ/Skittles Alley – Conditions of Hire

- Children in the garden must be supervised by an adult at all times.
- Liquid fuels or accelerants must **NOT** be used to light the BBQ. Use fire lighters or self lighting charcoal.
- Children must be kept away from the BBQ area.
- The BBQ must be left in situ after the event. No attempt should be made to remove or dispose of the hot coals.
- No person under the age of 18 will be permitted to cook.
- Children are not allowed to stand at the skittles end of the skittles alley; rebounding balls are potentially dangerous and could cause serious injury.
- Players and spectators must stand clear of the skittles alley.
- Care must be taken when lifting the skittles and ball boxes.

I agree to abide by the “General Conditions of Hire” (including the additional conditions appertaining to the Garden/Skittles/ BBQ area if applicable) and accept responsibility for the hire.

I also give consent that my personal details may be held by St. Mary’s Supporters Club and shared with committee members as required for communication and the undertaking of the club’s business activities. Data will not be shared with any other organisation, and all reasonable measures will be taken to safeguard personal data.

Signed: Date:

Please return to: ST Mary’s Supporters Club, Christie Road, Lewes, East Sussex, BN7 1PL

If you have any issues or queries relating to this hire form, or in relation to your event please contact the Club during normal opening hours on 01273 476177, or email stmaryssupportersclub@googlegmail.com

OFFICE USE ONLY

Booking ACCEPTED / REJECTED by Committee on:

Hire Fee received on: By:

Deposit received on: By:.....