

Newton Abbot (1992) Royal British Legion Club Ltd

Room Hire Booking Form

Please complete and return to Newton Abbot (1992) Royal British Legion Ltd, together with the deposit of £150 in cash in order to confirm the booking. The balance of the hire must be paid no later than 4 weeks prior to the date of the hire.

Hire Date: **Time From:** **Time To:**

Name of hirer: **RBL Membership Number:**

Address:

.....

Telephone: Day: **Eve:**

Email:

Room(s) Required: Function Room (with Bar) / Skittle Alley / Main Bar

Purpose of hire:

Expected number of guests / attenders :

Will a bar be required? Yes / No

Will a kitchen be required? Yes / No (£20 for cold buffet prep or £30 with cooking facilities)

Will a bar extension required? Yes / No (Additional £21 Fee)

Will cleaner be required after? Yes / No (Additional £20 Fee)

Teas and Coffees? Yes / No

Any allergies? Yes / No

Name of person responsible for the event on the day (if different from the hirer)

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I have read and agree to abide by the 'Terms and Conditions of room hire'

Signed: **Date:**

Print Name:

Booking Taken By: _____

Fee Charged:		Deposit:	
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Fire Safety Procedures

Before the start of your event Newton Abbot RBL club staff will make sure you know the following:

- Where the fire alarms are situated and how to activate them if you come across a fire
- The various evacuation routes out of the building
- Where the assembly area is:

In an evacuation:

- Never put yourself in danger. Your first priority is your personal safety.
- If there is some or fire don't go past it, turn around and find another exit and evacuate the building.
- Do not enter the building if the alarms are sounding.
- Vacate the building via the nearest / safest route and head for the assembly area in the car park.
- Do not re-enter the building until you have been told to do so by either a Fire Warden, RBL club staff, or Fire Brigade personnel.

When you have been instructed on these Fire Safety Procedures, please sign below:

Signed: **Date:**

Print Name:

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Terms and Conditions of room hire

Our current hire charges can be viewed on our website, or email narbl.clubsecretary@gmail.com for details.

Conditions of Hire:

Newton Abbot (1992) Royal British Legion Club Ltd is a private members club registered under the terms of the Co-operative and Community Benefit Societies Act 2014. The club committee have absolute discretion to accept or reject an application for the use of the premises.

1. Confirmation of the booking must be made within 14 days of the start of the event, failing which the Committee reserves the right to re-let the room for hire. In order to confirm your booking a refundable deposit of £150 (by cash or card) together with a completed application form must be returned to the club at the address below.
2. The full cost of hire (not including the refundable deposit) is required 28 days prior to the date of hire.
3. The refundable deposit can be held for up to one week after the event while staff ascertain if any charges for damage or clean-up are applicable, on the following terms.

The deposit will become non-refundable:

- Upon cancellation of a confirmed booking by the hirer
- In the event of any damage incurred to the premises, or its contents, by the hirer or guests of the hirer
- If any additional clean-up time is required beyond the purchased one hour
- Any alcohol found or consumed which has not been purchased on the premises will result in the loss of the deposit.

ROOM HIRE charges will also become non-refundable should the booking be cancelled less than 3 months prior to the booking taking place.

The hirer will be responsible for the full cost of any damages and clean-up that exceeds the value of the deposit and will be billed accordingly.

The hirer has the right to appeal against the decision to retain the deposit, by writing to the Club Secretary within 14 days of the event. The appeal will be raised at the next Committee meeting, after which a final decision will be given to the hirer in writing.

The Committee reserves the right to cancel the booking due to any cause or circumstances beyond its control. However the Committee shall not be liable for any loss or claim incurred by the hirer, or any other person connected to the booking, as a consequence of such a cancellation.

4. No drinks can be brought into the club premises without prior consent.
5. Ensure guests under the age of 18 years do not purchase or consume alcohol. It is illegal to purchase alcohol for or on behalf of underage guests.

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6. The named hirer (or previously notified designated alternative) must remain on the premises until the even ends.
7. The finishing times will be agreed at the time of submitting the application form and these cannot be changed except by prior arrangement.
8. The hiring of the premises for 18th birthday parties is done so at the Club Secretary's discretion. If hired for this purpose we require the parents are present while the event is taking place.
9. Hirers should be aware that bar staff will ask for ID if they are in doubt as to a person's age. The only ID that will be accepted is Proof of Age Card, Passport or Drivers License.
10. Balloons and most party decorations are allowed. However party poppers and confetti (of all types including metallic), dance floor powders and haze machines are not permitted. If in doubt, please speak to the club secretary prior to the event. Exceptions to this must be agreed in advance by the Club Secretary and provisions put in place for complete cleaning of the hired room(s) immediately after the event.
11. The club retains the authority to end the event early if any incident occur that puts customers' health and safety at risk.
12. Hirer's must be fully paid up members of the Royal British Legion and Club to book rooms for private events. Membership numbers must be stated on the Booking Form.
13. Smoking / vaping is not permitted inside club premises.
14. Use of non-prescribed drugs and / or psychoactive substances is strictly forbidden anywhere on club premises and will result in the booking being terminated, and the deposit will become non-refundable.
15. The club accepts no responsibility for any loss, damage or injury to any person, or their belongings.

The hirer's attention is drawn to the fact that they are responsible for policing and conforming to the licensing laws, including the following:

- Guests may only use the facilities of the room(s) hired
- Guests must observe our 'Leave quietly' policy after evening events

I have read and agree to abide by these Terms and Conditions of room hire

Signed: **Date:**

Print Name:

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Co-operative and Community Benefit Societies Act 2014 – Company Number 27682R
2 Marsh Road, NEWTON ABBOT, Devon, TQ12 2AP

