



West End Bowls Club



Rosewood Way, West End, Woking, Surrey, GU24 9PF

www.westendbowls.com

Affiliated to B.E., S.C.B.A., W.S.B.A., N.W.S.B.A.. A&D.B.A,

SINGLE USE CLUB LETTING AGREEMENT

This agreement is made on the date shown below between West End Bowls Club and the hirer named below.

West End BC agrees to permit the hirer to use the bowling club premises for the period and the function described below subject to the provisions and stipulations contained in the 'Conditions of Hire' overleaf.

Name of Hirer		
Address		
Telephone	Home:	Mob:
E-mail		
Member Guarantor Name & Signature		
Telephone	Home:	Mob:
Date of Function		
Time of Function	From:	To:
Purpose of Hire		
Approximate number of attendees (Max 75)		
Bar Required	Yes/No	Times:
Number of bar Staff Required	£7.50 per bartender per hour (2 persons minimum)	Prior arrangement must be made for use of the bar.
Access to Kitchen	Yes/No (agreement needed for H&S and cleaning)	Times:
Set up time*	Yes/No	Times:
Fees, to be paid one month in advance.	Hire Charge deposit of 50% to be paid at time of booking (including bar if required) is non-refundable.	£12.50 per hour (2 hours minimum)
	Damage Deposit (Separate Cheque) Payable 1 month prior to booking.	£100.00 (Refundable on inspection)
	BALANCE. £ (to be paid 1 week in advance of hire date) TOTAL HIRE CHARGE. £	Payments to West End Bowls Club Sort Code 20-97-58 A/c No. 00939307

Conditions Of Hire

1. The agreement is based on the Club Letting Agreement. Any changes to any details within that agreement must be notified in writing, in advance, to West End BC and its Committee (hereafter known as 'The Club'). Changes only become agreed when confirmed in writing to the hirer.
2. The hirer must have a WEBC Member as guarantor in accordance with our Premises Licence.
3. The hirer must sign in the club visitors' book before the bar is opened. This will give members of the party temporary membership for the period of hire which allows them, subject to licensing laws, to purchase drinks from the bar.
4. Last orders at the bar will be fifteen minutes before the end of hire subject to the latest time of 10.45pm.
5. The bar tenders may refuse to serve any guest at their discretion.
6. No drinks alcoholic or otherwise, to be consumed on the premises or grounds unless purchased from The Club's Bar.
7. With prior arrangement drinks and glasses (for toasts etc) may be permitted.
8. No music may be played after **10:30pm** in accordance with our Premises Licence. Front doors and windows must be kept closed whilst music is playing to avoid complaints from neighbours.
9. The hirer, their guests or agents, should not fix any decorations or notices to the fabric of the premises without specific written permission.
10. The use of naked lights, e.g. candles is strictly forbidden.
11. The hirer shall be responsible, where necessary, for obtaining insurance cover against any third-party liabilities that may be incurred. The Club shall not accept any liability for any claims that may arise in connection to the hire.
12. The bowling green is not part of the hire and the hirer is responsible to ensure that they, their guests or agents do not access or damage this area.
13. The hirer will, during the period of the hiring, be responsible for the supervision of the premises, including the bowling green and surrounding area, the fabric and contents, their care, safety from damage however slight or change of any sort and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or entrances and exits to the building.
14. The hirer shall not sublet the Club or use the premises for an unlawful purpose or in any unlawful way or bring onto the premises anything that may endanger the same or any insurance policies in respect thereof.
15. The hirer shall be responsible for obtaining licenses that may be needed, from the Performing Rights Society and for observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authorities, the Local Authority, the Local Magistrates Court or otherwise.
16. The hirer shall indemnify the Club against the loss of any fixtures, fitting, furnishings, or equipment during or as a result of the hiring. The hirer shall notify the Club of any known damage or losses immediately.
17. The hirer shall not bring animals into the Club unless specifically allowed as stated in the Club Letting Agreement.
18. The Club is not in any way responsible for loss or damage to vehicles, valuables or effects on the premises, in the car park, or anywhere else in the grounds.

19. If the hirer wishes to cancel the booking before the date of the event and the Club is unable to conclude a replacement booking, the question of payment or repayment of the hiring fee, less the non-refundable 50% deposit, is at the Clubs discretion.
20. The hirer shall bear in mind residents living nearby, and the noise level should be kept to within reasonable bounds. Noise levels must always be kept to a minimum when leaving the Club and its Car Park.
21. At the End of the hiring, the hirer shall be responsible for leaving the premises and its grounds in a clean and tidy condition and contents temporarily removed from their usual positions properly replaced, otherwise the Club shall be at liberty to make an additional charge. The hirer shall be responsible for the removal of any rubbish accumulated during the event.

Note: The damage Deposit will normally be repaid to the hirer within 28 days from the completion of hire, less any costs of rectifying damage caused to the bowling club or its contents, or any additional cleaning required if the club is not returned in reasonable condition. The hirer will be informed of any such costs in writing.

* Where possible a reasonable amount of time will be allowed, at an hourly rate, for preparation and cleaning up. This must be agreed in advance to permit access.

PLEASE NOTE: ALL MUSIC MUST FINISH BY 10:30pm

I have read and fully understand and agree to comply with the above Conditions of Hire and retained a copy of them.	
Signature of Hirer	Date:
Print Name	
Signature on behalf of West End BC	Date
Print Name	

Val Baker - Lettings Co-ordinator for West End Bowls Club
 5 Hollybank, West End, Woking, GU24 9PP
 Telephone: 01276 785693

28/04/20

For WEBC use only:

Please release the deposit	Deposit to be retained because.....