

**LYTCHETT PARK HIRING BOOKING FORM**

<b>Hiring Organisation:</b>		<b>Hirer's Name:</b>			
<b>Hirer's Address</b>				<b>Postcode:</b>	
<b>☎ Home:</b>		<b>☎ Mobile:</b>			
<b>Function Description:</b>				<b>No. of Guests:</b>	
<b>Function Date:</b>		<b>Start Time:</b>		<b>Finish Time:</b>	
<b>Bar Required:</b>	Y / N	<b>Kitchen Req'd:</b>	Y / N	<b>Side Room Req'd:</b>	Y / N
<b>Disco Attending? :</b>	Y / N	<b>Extension Req'd:</b>	Y / N		

**TERMS AND CONDITIONS**

- 1) Full payment (see Page 2) and a £100 deposit with the signed and dated original of this form are required to confirm booking of the facilities. This is required no later than 28 days in advance of the event. Until such time as payment and deposit are received all bookings are considered provisional.
- 2) The booking is considered confirmed when a letter of confirmation and accompanying receipt for payment has been received by the Hirer.
- 3) The aforementioned deposit will be returned within 14 days of the event, provided the Trust Operations Manager considers that after inspection no damage to, or theft of club property has resulted from the actions or negligence of those attending the function.
- 4) The deposit will not be returned if extra-ordinary cleaning of club facilities is required as a result of the event. The requirement for such cleaning shall be solely at the discretion of the Trust.
- 5) It is the responsibility of the Hirer to clean the facilities prior to the Finish Time requested above.
- 6) Cancellation of the booking within 14 days of the date reserved will result in forfeiture of deposit.
- 7) Access to the facilities will be granted from the Start Time requested above.
- 8) All guests must vacate the premises no later than 30 minutes prior to the Finish Time requested above.
- 9) The facilities must be completely vacated by the Finish Time requested above. In the event of an event over-run, an additional charge as detailed on Page 2 will be applicable and may be deducted from the returnable deposit as appropriate.
- 10) Use of the car park is at the users own risk. LMSCT accept no responsibility for damage / loss to property / persons therein.
- 11) The hirer shall provide, no later than 7 days prior to the event, a full list of names of those persons attending, including the ages of any minors.
- 12) LMSCT reserves the right to refuse, without explanation, any booking, or to refuse admittance to the premises of any guest.
- 13) To avoid noise pollution to Lytchett Park's neighbours, all music at Functions will be confined to the main building unless otherwise agreed.
- 14) All bar facilities (where requested) will be managed by LMSCT. The bar license prohibits:
  - a) Supply of alcohol to minors, whether purchased by themselves or by adults.
  - b) Consumption of alcohol outside the limits of the main building and the fenced area outside the main building.
  - c) Consumption of alcohol not purchased from the club. A wine / beer list can be supplied should the hirer require any items not normally stocked.
- 15) It is the responsibility of the Hirer to ensure that all persons attending the function adhere to the above conditions.

## HIRE CHARGES

Charge (Main Hall)	Fee	Tick As Appropriate
Deposit (refundable as per Page 1.)	£100	✓
Hire Charge 0-3 hours – No Bar	£50	
Hire Charge 0-3 hours – With Bar	£75	
Hire Charge 3-6 hours – No Bar	£100	
Hire Charge 3-6 hours – With Bar	£125	
Hire Charge 6-9 hours – No Bar	£150	
Hire Charge 6-9 hours – With Bar	£200	
Hire Charge 9-12 hours – No Bar	£200	
Hire Charge 9-12 hours – With Bar	£250	
Hire Charge 12 hours+	By Arrangement	
Use of Side Room (if available)	£25	
<b>Total:</b>		

- Notes:
- 1) The above durations must reflect the Start and Finish Times as detailed on Page 1.
  - 2) In the event of an over-run the Hire Charge for the next applicable duration will be levied.

I confirm that I have read, understood and agree to abide by all the conditions detailed on Pages 1 & 2 of this booking form and I wish to hire Lytchett Park for the function detailed on Page 1. I enclose the payment as detailed above and await confirmation of acceptance of my booking.

Hirer's Name..... Hirer's Signature..... Date .....

*(Please complete and return, with cheque for payment made payable to LMSCT to Tracy Deary, 27 Victoria Close, Corfe Mullen, Dorset, BH21 3TX.) In the event of any queries please call Tracy Deary on 01202 600716 / 07917 783126 or Adam Deary on 01202 857800 / 07917 783143.*

Additional Requests / Information:

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