

GOODWORTH CLATFORD VILLAGE CLUB

BOOKING/APPLICATION 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?	<input type="checkbox"/> Yes. See * below	<input type="checkbox"/> No	
Sale of alcohol using club licence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sale of alcohol using TVBC temporary licence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you intending to play music	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes to music- will it be recorded, or by a live band?	<input type="checkbox"/> Recorded	<input type="checkbox"/> Live	
NB: music must be turned off and the bar closed by 11pm (23.00hrs)			
Equipment Required			
Rooms (Tick as required) <input type="checkbox"/> Hall <input type="checkbox"/> Kitchen – light usage <input type="checkbox"/> Kitchen - cooker/other usage <input type="checkbox"/> Committee Room <input type="checkbox"/> Billiard Room		Outside Options (Tick if required) <input type="checkbox"/> Gazebos <input type="checkbox"/> Marquee - Provided and erected by hirer. Club electricity not provided. <input type="checkbox"/> Marquee - Same but with own/hired generator	

<input type="checkbox"/> Deposit Paid. Amount £ See ** below	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque Date: _____
Signed by the Hirer	Date
Print Name of Hirer (IN CAPITALS PLEASE)	
Address and Email/telephone number	
Steward: Received on Signed.....	

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 one-off bookings must be confirmed with a refundable deposit of £100 at the time of signing the T&Cs when the contract will become effective.

December 2024

Goodworth Clatford Village Club CIO

Charity No. 1190564

GOODWORTH CLATFORD VILLAGE CLUB HIRE INFORMATION 2026

(Commercial rates- Please apply for a quote)

	Residents	Non Residents
Main Hall (per hour)	£10.00	£14.00
Committee Room (per hour)	£4.80	£7.00
Kitchen -Light usage (teas, coffees, cold drinks)	£7.00	£10.50
Kitchen - Cooker/other usage	£20.00	£26.50
Billiards Room (per event)	£10.50	£14.00
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.	£7.00	£8.00
Erect marquee in grounds (electricity not included)	£140.00	£160.00
Licence fee to run a pay bar using club license.	£34.00	£55.00
Refundable deposit (breakages/additional cleaning)	£100.00	£100.00
Club Gazebo (plus £10 to erect and dismantle in Club grounds only)	£20.00	£30.00
Steward Fee (per hour or part thereof)		
Additional cleaning	£14.00	£16.00
After 11pm	£20.00	£27.00
Set up of tables etc. outside of hire hours paid for	£14.00	£16.00

The following items are available:

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

One off hirers will be asked to pay a deposit of £100.00 against the possibility of damage or late cancellation. Refunds following hirer cancellation:

- 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)

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 9911305. The following items are included in the hiring for each element:

Hall
<ul style="list-style-type: none"> 90 x Chairs
<ul style="list-style-type: none"> 11 x 2' x 2' tables
<ul style="list-style-type: none"> 16 x 2'6" x 6' tables
Kitchen (Separate payment needed)
<ul style="list-style-type: none"> 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. Various cooking utensils (please check availability of items before event)
<ul style="list-style-type: none"> 96 x dinner plates, side plates, cups & saucers, 12 x vegetable dishes and cutlery 96 x sets of cutlery x 7 place settings, 24 x tablespoons available 12 x milk jugs, 12 x sugar bowls, 10 x gravy boats, 10 x salt & pepper pots A selection of glasses of various sizes.
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Table and Chairs
Billiard Room
<ul style="list-style-type: none"> Billiard table with wooden and cloth covers
Cleaning Utensils
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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. Please also fill in the accident book kept with the first aid box(see T&Cs).
Parking
<ul style="list-style-type: none"> 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 Hirer shall during the period of hire be responsible for supervision of Goodworth Clatford Village Club including the hall, car park, surrounding buildings fences and grounds. Furthermore the hirer will be responsible for the behaviour and safety of all attendees including parking and is to include proper supervision of noise so as not to disturb adjoining residential premises.
- b. 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. 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.
- c. The sale of alcohol is prohibited unless the Designated Premises Supervisor (any Trustee of the Club) has given written authority.

2. General: The Hirer must ensure:

- a. Adequate insurance cover is in place. (The insurance held by the Club provides limited cover for personal and social users of the Hall. Commercial users (defined by our insurers as those who are "making a profit out of using the building") are NOT covered by the policy, and by signing the hire agreement The Hirer confirms that they have current Public Liability Insurance.
- b. No drunken and disorderly behaviour takes place.
- c. No smoking rules are followed in the building and car park.
- 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: The Hirer must ensure:

- a. Safeguarding of Children and Vulnerable Adults. All hirers are responsible for the safeguarding of all attendees but especially children and vulnerable adults. Any regular hirer must possess a written policy in this respect.
- b. All fire exits are kept free from obstruction and fire doors are not wedged open.
- c. All exit signs and emergency lighting are turned on throughout the event.
- d. There are no fire hazards present. Inflammable substances, candles and naked flames are prohibited in the building.
- e. The fire services are called to every outbreak of fire however slight and that details are given to the club steward.
- f. Any accident or injury, however minor, (even if only using plasters from the First Aid Box kept in the store cupboard by the ladies toilets) must be entered in the Club's Accident Book (kept with the first aid box), and the Steward informed as soon as possible, and within 24 hours.
- g. 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 at-

tendees are 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 fire extinguishers.

- h. No decorations containing combustable material are introduced.
- i. Unauthorised heating appliances are not to be used, including portable LPG appliances.
- j. The number of people in the hall at any one time does not exceed the number allowed (100 standing or 80 seated).
- k. No performances are given which endanger the event attendees.
- l. 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.
- m. That all attendees are responsible for safeguarding their own personal effects or other property and all such items brought into the club shall be placed entirely at the owner's risk.

4. Payment.

a. Regular Users (minimum monthly)

(1) Regular users will be invoiced monthly payable by 21st of the month. Regular users should give the Steward a minimum of one weeks' notice in the event of occasional cancellation or termination of the Hire Agreement. Failure to do so will result in a payable invoice being issued.

b. One-off Hirers.

(1) New/one off-hirers will be required to pay a £100 deposit at the time of the booking, and invoiced for the full fee not later than one month before the event date. Invoices are payable on receipt and if payment is not received 2 weeks in advance of the booking the contract may be cancelled. The deposit will be refunded immediately after an inspection of the Premises has been conducted unless additional costs are incurred for cleaning or repairs.

(3) Payment by BACs or cheque is preferred to payment in cash.

(4) The club reserves the right to cancel the Hire Agreement if the hirer fails to observe any of the conditions relating to payment.

(5) Proof of address must accompany the completed booking form. Failure may result in a booking being refused.

(6) Refund of deposits following hirer cancellation:

(a) More than three months -100%.

(b) Between one and three months- 50%

(c) Less than one month- Nil

5. Drugs and alcohol. The Hirer must ensure:

- a. Sales and consumption of alcohol must cease by 11pm. Drinking alcohol is only permitted in the hall, patio and rear garden.
- b. If the Hirer requests the sale of alcohol, they must sign and follow the conditions in the attached Conditions of Sale of Alcohol.
- c. No illegal drugs are brought onto the premises.

6. Behaviour. The Hirer must ensure:

- a. Activities including music do not extend beyond the authorised end time (usually 11pm).
- b. Noise levels are kept low and 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.

Evidence of any of the above may automatically result in immediate termination of an event and forfeiture of any payments made.

7. Customer Privacy. Full details of the Club privacy policy and customer notice are contained in Policy Three (available on request). In summary:

- f. We collect data to provide goods and services, prevent crime, prosecute offenders or defend against legal action; and to comply with legal requirements.
- g. We keep data: Financial- Seven years; CCTV- two weeks; and booking forms until one month after final payment received.
- h. Under data protection law you have rights for your data to: rectify; erase; restrict; port; or withdraw consent. You may also make a disclosure request to us.

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

Name.....

Signed..... Date.....

The Club accepts the booking as proposed in the application dated (and acknowledges receipt of the deposit (one-off hirers only))

Name.....

Signed..... Date.....

December 2024 Goodworth Clatford Village Club CIO Charity No. 1190564

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. All offences carry a penalty of 6 months imprisonment or a fine of £20,000. Further offences include:
 - 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.
 - * 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.
 - * 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(Appx 1) .
- 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:

December 2024 Goodworth Clatford Village Club CIO Charity No. 1190564