



LINDLEY LIBERAL CLUB

36, Occupation Road,
Lindley, Huddersfield.
HD3 3EQ

Application for the use of the Concert Room.

Members only.

Members Name:			
Address:			
		Postcode:	
Telephone:		Member Number:	
Use of room is for (E.G. 50 th Birthday, Wedding Anniversary)			
Date of event:			
Time your event is due to start:			
Approximate number of people attending:			
Catering required?	YES / NO		

A deposit of £100 is required with each application for the use of the concert room. This will be refunded if the date is not available or the application refused.

If paid by cheque, this will be converted into cash by the club on receipt and if applicable will be returned in cash after the event.

PLEASE TAKE PARTICULAR NOTE OF PAGE 2 WHICH DETAILS THE TERMS AND CONDITIONS FOR THE USE OF THE CONCERT ROOM.

I have read and agree to the conditions detailed on page 2:

Signed..... Dated.....

Official Use Only:

Date available: Yes / No
 Deposit paid: Yes / No
 Comments:.....

Date of Committee decision:..... Decision: Yes / No



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The committee is pleased that you have applied for use of the Concert Room for your party/function. Please would you note that the Concert Room is only available for use by MEMBERS and their guests and that the following conditions must be observed:

1. Please leave the room as found, i.e. in a clean and tidy condition.
2. Please clear away all food waste, used paper plates etc; Plastic bags for litter will be provided by the steward.
3. Please take all decorations down after the party has finished. Sticky tape must not be used on wallpaper.
4. Children are welcome but they must be kept strictly under control by their parent/guardian.
5. If there is any reasonable doubt proof of age must be provided.
6. Could you please ensure that guests who smoke use the smoking area to the rear of the premises. If you go past the ladies toilets and down some steps through the door follow the outside steps down and the smoking area is to your right. No smoking should take place at the front door of the club
7. All music whether disco records or live artiste **must** finish at 11.45pm.
8. The room must be vacated by **12.30 am** – this also includes the DJ's , live artistes and their equipment.
9. The member booking the room must be in attendance at all times during the evening and take responsibility for all of the above.
10. Any damage to club property on the evening of the party and can be identified as being caused by a member of the party must be paid for by the applicant.
11. It is important to remember that when stating the number of people attending, that the club staff the bar in accordance with to your requirements. If there is any change to the number of people attending please inform the steward or stewardess immediately. If you do not inform the club and the number of people attending falls short of your initial requirements you may lose your deposit to cover staffing costs.
12. A charge of £100 is required for the use of the room when booking. This includes a £50 charge for the use of the room and £50 refundable if all the points above are complied with.

We hope you have a good party.

Please keep this form for reference.

