



Lindley Liberal Club
 36 Occupation Road, Lindley, Huddersfield HD3 3EQ
 Telephone: 01484 421744
 E-Mail: info@lindleylib.co.uk

Application for Children's Party.
Members only – 6 month membership required.

Application made by:

Members name.....
 Address.....
 Post codeE-mail address.....
 Telephone No..... Membership number.....
 Date of event..... Time..... Till.....
 Age of Child No of children attending.....
 Number of adults attending

A charge of £100 is required when booking. This includes a £50 charge for the use of the room and £50 refundable if the above and all the Terms & Conditions of Hire are complied with. 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. The member booking the party should have been a member for 6 months.

PLEASE TAKE PARTICULAR NOTE OF PAGE 4 WHICH DETAILS THE ADDITIONAL TERMS AND CONDITIONS OF HIRE FOR CHILDRENS PARTIES.

Please retain for information

I have read and agree to the conditions detailed on pages 2,3, and 4:

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

Official Use Only:

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

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

Signature Position.....

LINDLEY LIBERAL CLUB. **TERMS AND CONDITIONS OF HIRE**

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

- 1. The hirer should make themselves familiar with the fire procedure and fire exits for the club and inform club staff at the time of booking of any factor which involves extra fire risks.**
2. Please ensure that your guests who smoke, including e-cigarettes, use the smoking area to the rear of the premises. No smoking should take place in the club or at the front door of the club.
3. Any person wishing to bring prepared food such as buffets on the premises should ensure that the food providers are registered (both premises and vehicles) with the Local Authority. If a member is providing their own buffet the club will accept no liability if any person should be taken ill. If someone was to be taken ill after the event, the Environmental Health Officers who would investigate the incident would require evidence of "due diligence". The provision of evidence would be the responsibility of the member who booked the party / event. If providing own food, all food waste, used paper plates etc should be cleared away, plastic bags for litter will be provided by the steward. **Failing to do this may incur additional cleaning charges that will be deducted from the deposit**
4. Please leave the room as found, i.e. in a clean and tidy condition.
5. If catering provided by steward/stewardess used paper plates etc should be cleared away; Plastic bags for litter will be provided by the steward. The clearing of waste food will be carried out by the steward/stewardess
6. Please take all decorations down after the party has finished. Sticky tape must not be used on wallpaper. **Table confetti is not permitted.**
7. If you or your entertainment requires access to equipment behind the concert box please liaise with the Steward or Stewardess. No one must go in the concert box.
8. Children are welcome but they must be kept strictly under control by their parent/guardian in the concert room and be accompanied when using the toilets.
9. If there is reasonable doubt proof of age must be provided for purchasing alcoholic drinks.
10. All music whether disco records or live artiste **must** finish at 11.45pm. If you or your entertainment requires access to equipment behind the concert box please liaise with the Steward/stewardess. No one must go in the concert box.
11. The room must be vacated by **12.30 am** – this also includes the DJ's , live artistes and their equipment. Deposit may be retained to cover staff costs for late exit from club.
12. The member booking the room must be in attendance at all times during the evening and ensure that your guests conduct themselves in accordance with the rules of the club.

13. Any damage to club property at the party that can be identified as being caused by a member of the party must be paid by the applicant.
14. The club does not accept responsibility or liability for any damage or loss of property/equipment that are placed and left upon the premises whilst the club is being hired.
15. It is important to remember that when stating the number of people attending, the club staff the bar accordingly. Whilst we recognise that the estimate of expected guests can be difficult, the club reserve the right to deduct part of the deposit to cover for extra staff should the numbers fall considerably short of expectations.
16. 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.
- 17. Failure to comply with any of the above may result in additional charges that will be taken from the deposit or billed dependant on the costs involved**

We hope you have a good party.
Please keep this form for reference.

TERMS AND CONDITIONS OF HIRE FOR CHILDRENS PARTIES

The responsibility of ensuring a child's safety at a party lies with the hirer .

Prior to your party you should carry out a risk assessment to identify any hazards that could result in an injury being sustained by any of your guests including that of special needs for disabled children who may be attending. Any concerns should be reported to the Hirer prior to the booking date.

Even when parents are present you still have a duty of care to all persons present

Make yourselves aware of the fire exits from the room and these should be kept clear during the hire period.

The first aid kit is situated behind the bar and you should ensure that there is a designated first aider present or adequate first aid arrangements have been made.

The children must remain in the concert room at all times and should be accompanied by an adult when using toilet facilities.

Any activity that involves children, the hirer must ensure that adults 'in charge' of the activity have a current CRB/DBS check. any adult at the activity with children who are not CRB/DBS checked must never be left unaccompanied with children. Obviously if parents are present for each child, this will not apply. The Clubs Safeguarding Policy and procedures is available in the Policy folder on the bar and on the Clubs Website.

Most organisations recommend always having a minimum of 2 adults to supervise any child gathering but the NSPCC have a guideline that bears in mind the children's ages and the number of adults to keep children safe:-

0-2 years = 1 adult to 3 children

2-3 years = 1 adult to 4 children

4-8 years = 1 adult to 6 children

9-12 years = 1 adult to 8 children

13-18 years = 1 adult to 10 children

If you are using professional entertainers it is advisable to check that they are members of a professional associations etc. it is also very important that any relevant certificates and insurance policies are up to date.

If you are serving food make sure in advance of any allergies or dietary requirements and make sure this is clearly labelled and kept separate from other foods.

Only serve food to seated, calm children and any spills should be cleaned up immediately, any additional cleaning costs will be deducted from the deposit or billed separately.

Only allow children to be collected by people that you know are parents/guardians or by the same people who dropped them off. if anyone else comes to collect them always ring the parents to check with them first. Make sure you have contact information for the parent/guardians of all unaccompanied children (of any age)

A copy of the clubs Public Liability Insurance is on display on the notice board in the entrance to the Club.