



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

**Application for the use of the F W Sykes Function Room.  
Members only.**

**Application made by:**

Members name.....

Address.....

Post code .....E-mail address.....

Telephone No..... Membership number.....

Use of room is for (E.G. 50<sup>th</sup> Birthday, Wedding Anniversary)

.....

Date of event.....

Time your event is due to start.....

Approximate number of people attending.....

Catering required? Yes / No.....

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.

**PLEASE TAKE PARTICULAR NOTE OF PAGE 2 AND 3 WHICH DETAILS THE TERMS AND CONDITIONS OF HIRE FOR THE USE OF THE CONCERT ROOM.**

**I have read and agree to the conditions detailed on page 2 and 3:**

**Signed..... Dated.....**

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**Official Use Only:**

Date available: Yes / No

Deposit paid: Yes / No

Comments:.....

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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. **The room will be made available from 6.30 pm on the day of hire if a Friday**, any items ie balloons, pictures, banners brought prior to this time will be at the risk of the hirer and no responsibility will be accepted by the Club for any loss or damage caused to these items.
11. 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.
12. 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.

13. 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.
14. 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 by the applicant.
15. 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.
16. 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.
17. 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.
- 18. 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.