



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.
FUNERALS**

Application made by:

Members name.....

Address.....

Post codeE-mail address.....

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

Name of deceased Member Y / N

Date of funeral.....Time of arrival of funeral.....

Approximate number of people attending.....

Catering required? Yes / No.....

A charge of £100 is required when booking with £50 being refundable if 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 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 :

Please retain for information

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

Official Use Only:

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

Comments:.....

.....

Signature Position.....

Date

LINDLEY LIBERAL CLUB.

TERMS AND CONDITIONS OF HIRE

The committee is pleased that you have applied for use of the Function Room for your funeral. Please note 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. 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.
7. If there is reasonable doubt proof of age must be provided for purchasing alcoholic drinks.
8. 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.
9. The member booking the room must be in attendance at all times during the function and ensure that your guests conduct themselves in accordance with the rules of the club.
10. Any damage to club property and can be identified as being caused by a member of the party must be paid by the applicant.
11. 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.
12. 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.
- 13. Failure to comply with any of the above may result in the deposit being retained. Please keep this form for reference**