



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 Committee Room.

### 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 £25 is required when booking.

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

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

**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 Committee Room for your meeting / training.

- 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 room of hire and be accompanied when using the toilets.
7. If there is reasonable doubt proof of age must be provided for purchasing alcoholic drinks.
8. Any damage to club property that can be identified as being caused by a member of the party must be paid by the applicant.
9. 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.
10. 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.
11. A charge of £25 is required for the use of the room when booking.
- 12. Failure to comply with any of the above may result in additional charges**

Please keep this form for reference.