



Warminster & District Conservative Club Ltd
 Prestbury House
 1 Prestbury Drive
 Warminster
 BA12 9LB

VAT No. 138 9859 07

Tel No. 01985 217895

Email: steward@warminsterconservativeclub.com

Name/Organisation	Contact Name	
Address	Contact Tel No.	
	Email Address	
Membership No.		
Date Of Event	Day Of Week	
Event Start Time	Event End Time	
Nature Of Event		Number Of Guests
Food Provision - Menu and price per head. Any special dietary requirements?		Food Cost
Entertainment Provision		Entertainment Cost
Other		Total Cost
<p>A deposit of 50% is payable at the time of booking. The booking will be provisional until payment is made. The remaining balance will be payable within 14 days of the event. Cheques to be made payable to Warminster & District Conservative Club Ltd, Or by BACS to Lloyds Bank S/C 30-99-13 A/C 00173044</p>		
Signed		Date

Guest Nominal Roll

	Name		Name
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

Terms and Conditions for booking Warminster & District Conservative Club Ltd

1. Interpretations

- 1.1. The "Club" means the property and adjacent grounds owned by the Club.
- 1.2. The "Steward" and "Chef" are the authorised staff of the Club performing management duties.
- 1.3. The "Hirer" means the person making an application on behalf of the organisation or individual.
- 1.4. The "Contract of Hire" means the formal written particulars of an organisation's or individual's use of the Club and the rules and regulations contained therein, which shall be deemed to include these terms and conditions of hire.

2. Hirers Responsibilities

- 2.1. The Hirer shall agree all arrangements for seating, decorations, entertainment and numbers with the Steward/Chef at least two weeks prior to the event and shall agree to abide by all licensing regulations in force at the time of hire.
- 2.2. The Hirer shall not use the premises for any purpose other than that described on the booking form.
- 2.3. The Hirer does not have the right to assign or sublet any of its rights or liabilities under the contract of hire to any other person or persons.
- 2.4. The Hirer shall keep all gangways, doorways and fire exits unobstructed whilst the function is in progress.
- 2.5. The Hirer will be responsible at all times for the conduct and behaviour of all people attending the event. The Steward or other employees of the club can refuse the right of entry any time during the hire period.
- 2.6. The Hirer shall take good care of and shall not cause any damage or permit any damage to the premises or the fixtures, fittings and equipment on the premises. In the event of any such damage, it will be made good by the Club at the cost to the hirer and the hirer shall be liable for the total cost associated with making good.
- 2.7. No nails or fixing of any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
- 2.8. No animal, other than an assistance dog, may be brought onto the premises or into the building without the prior consent of the Steward.

3. Catering

- 3.1. The Club reserves the exclusive right to sell all refreshments, beverages and foodstuffs for consumption within the premises.
- 3.2. Allergens - If you require information regarding the presence in any of our food or drink, please ask the Chef/Steward who will be happy to provide this information. Whilst a dish may not contain a specific allergen, due to the wide range of foods used in our kitchen, foods may be at risk of cross contamination by other ingredients.

4. Sale of Alcohol

- 4.1. At the Club the exclusive sale and consumption of alcohol, must be on the premises. The Club has a licence of off sales and you may be asked for purchases on the premises to be resealed and taken off the premises, as opened beverages may not be taken out. Raffles which involve the possible winning of alcoholic prizes can not be played by under 18's. When prizes are awarded they must remain sealed and then consumed off the premises.

5. Payment

- 5.1. Deposits must be paid in advance to confirm bookings. A deposit of 50% inclusive of VAT is required and the balance must be paid no later than 14 days after the event.

5.2. Payments can be made by cash, cheque or directly into the Club bank account, sort code 30-99-13 account number 00173044. Cheques should be made payable to Warminster & District Conservative Club Ltd.

5.3. All correspondence relating to accounts should be address to the Treasurer c/o Warminster & District Conservative Club Ltd, Prestbury House, Prestbury Drive, Warminster BA12 9LB.

6. Cancellation

6.1 Should the Hirer wish to cancel their booking, sufficient notice should be given, in the event of less than two weeks' notice, the deposit paid will not be refunded.

6.2 The Club reserves the rights to cancel the use of the premises under exceptional circumstances (for example fire or flood). All money paid in respect of the booking will be refunded. The Club will not be liable for any other expenditure or loss sustained directly or indirectly by the Hirer or the organisation arising from the cancellation.

7. Damage to or Loss of Property

7.1The Club accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left at the Club or any part thereof, by any organisation, or any member of any organisation or any individual.

8. Electrical Equipment

8.1 The Hirer shall not bring or permit to be brought onto the premises any electrical appliance or additional lighting effect without the prior written consent of the Steward, who may as a condition of his/her consent require that it is inspected and approved by a competent electrical engineer nominated by the Club.

9. First Aid

9.1 First aid requirements should be reviewed by the Hirer as Club employees are not available to administer First Aid.

9.2 In the event of an accident or injury the Hirer should immediately notify the Steward who will deal with the incident. All injuries/accidents should be recorded.

10. Indemnity

10.1 The Hirer will indemnify the Club in respect of the Hirer's legal liability only for all claims, damages to or loss of property belonging to any person and for any personal injury to or the death of any person during the course of or in consequence of the hiring save insofar as the same arises out of any act, omission or negligence on the part of the Club.

11. Health & Safety

11.1 The Hirer will make themselves aware of the fire exits in the building.

All Terms and Conditions are herewith agreed to.

Signature..... Name.....

Organisation/Name.....