

## CARLTON CLUB HALL HIRE APPLICATION

Thank you for your interest in hiring the Carlton Club.  
The below table details our policy and conditions for hire.

Description		
Hiring sponsor responsibility	<p>A hiring sponsor is required when the hiring applicant is not a full club member. It remains the responsibility of the hiring sponsor to be at the venue for the duration of the event and to ensure that conditions of the hall hire are met.</p> <p>Children must be supervised at all times.</p> <p>If the hiring applicant is a full club member, the applicant assumes the role of the sponsor and takes full responsibility for the conditions of hire.</p>	
Scope of Hire	The hire is for the hall area only, not the whole club. The member's lounge and snooker room remain available to members.	
Price to hire	<p>Evening 6pm – Close : Member: £60 Non-member: £150                      Afternoon up to 6pm : Adult £40 Children Free                      For full details see notice in the club</p>	The cost of hall hire is payable in advance, latest 2 weeks prior to the event date
Deposit	<p>After a request for hall hire has been approved, a deposit of £100 is required within 1 week to secure the hire of the Hall. Hall hire is not confirmed until this has been paid.</p> <p>The deposit acts as a refundable security deposit that is dependent on adherence to the cancellation and cleaning requirements as stated in the hiring policy.</p> <p>The deposit is fully refundable after the event if the conditions of cancellation and cleaning are met.</p>	
Cancellation	<p>Cancellations will be accepted at no charge up until 6 weeks prior to the date of the event. If the event is cancelled by the hiring party after this date, the deposit is non-refundable.</p> <p>If due to unforeseen circumstances or reasons out of our control, the hire of the hall has to be cancelled (e.g flood, fire), the Carlton Club cannot be held responsible. Deposit and hall hire costs are refundable.</p>	
Capacity Rules and Guest List	For health and safety purposes the maximum capacity limit is 130 guests including club members and guests. A guest list for the attention of the club secretary is required 2 weeks before the event, detailing the names of all non-member guests attending the event.	
Catering	<p>The Carlton club is furnished with a fully functioning kitchen which can be utilised for private catering subject to committee approval.</p> <p>Food is only permitted in the hall and not in the members lounge which is located in the conservatory. It is expected that the kitchen facilities and all items used will be cleaned to the standard they were upon arrival and all kitchen items will be put away where they belong. The hiring sponsor is responsible to oversee this. If after inspection it is deemed that the cleanliness is not to the standard it was prior to the start time of the event then cleaning costs will be deducted from the deposit.</p> <p>All food must be cleared away immediately after the event.</p> <p>Any breakages will be deducted from the deposit.</p>	
Bar Extension	A bar extension of 30 minutes can be applied for at a cost of £40 and is subject to committee approval. This is dependent on licencing laws, speak to a member of the committee for more details.	
Cleaning	<p>It is expected that the facilities will be cleaned after the event to the standard that they were upon arrival. The hiring sponsor is responsible to oversee this.</p> <p>If agreed in advance, it is acceptable for the hiring applicant and/or sponsor to return to carry out cleaning tasks on the day after the event (excluding food which must be cleared away immediately after the event). If after inspection it is deemed that the cleanliness is not to the standard it was prior to the start time of the event, then the deposit is non-refundable.</p>	
Type of party	<p>Parties/discos for children up to the age of 11 years may be held providing the function finishes before 6.00pm.</p> <p>Children's parties for members immediate family ( children/grandchildren) are free. For others there is a £50 fee.</p> <p>Parties/discos for 12 – 21 year olds are not permitted.</p>	

CARLTON CLUB HALL HIRE APPLICATION

Please complete this hall hire application form which is subject to review and approval by the Carlton Club committee members. The committee members reserve the right to refuse any request to hire the hall.

Name of hiring applicant.....

Address of hiring applicant.....

..... Postcode.....

Contact number..... Email.....

Name of hiring sponsor (If applicant is a non-member) .....

Email address of hiring sponsor.....

Hiring sponsor relationship to applicant.....

Date required.....Time required from.....to.....

Nature of event (If children’s party please specify age)  
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Number of member guests..... Number of non-member guests..... (not to exceed 130 in total)

Are catering facilities required? (See attached hiring policy) Yes / No

If yes, please give details of the type of food being catered? (e.g cold buffet) .....

Will a bar extension be required? (See attached hiring policy) Yes / No

Normal evening hire times are 7pm to midnight with access from 6pm for set up. If different times/access is required please detail in this section. Afternoon hire times are 12pm to 4pm.

Any other comments.....  
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Please sign and return this form either via email to thecarltonclub@yahoo.co.uk or, provide a hard copy to the bar staff at the club for the attention of the club secretary.

By signing this hall hire document, you agree to the hiring policy referenced on page 1 of this application.

Please note, hall hire is not confirmed until you receive confirmation in writing and the deposit is paid.

Cost of hire must be paid 2 weeks prior to the event date.

Signed ..... (Print name) ..... Date .....