



HALL / VENUE HIRE APPLICATION FORM

Copies to: The Applicant, Police, Licensing Officer, Noise Enforcement Officer & original kept on file.

Fill out section (A) or (B) before completing the Hall / Venue Hire Application in section (C) and return to a Club Official.

(A) Members to complete this section:

Name in full: _____ Date of birth: _____

Email: _____ Mobile No: _____

(B) Non-Members to complete this section: As a Private Members Club, from April 2023 we will only accept bookings made by a current member of Temple Bowling Club or when the details below are completed in full, and the applicant becomes a Social Member for a Month (£5 fee) from the date of the event.

Name in full: _____ Date of birth: _____

Email: _____ Mobile No: _____

Address: _____

Postcode: _____

Home Tel No: _____ Occupation: _____

Corporate Bookings to also complete this section: In addition to the personal details above the applicant must enter the Company details below.

Company Name: _____ Email: _____

(C) Hall / Venue Hire Application Details: Please complete this section in full stipulating the area/s and services required with appropriate numbers.

Occasion (if applicable): _____ Date of Application: _____

Date of Hall / Venue Hire: _____ Start Time: _____ to: _____

Area Required: Hall / Bar (£50 per hour): _____ No. of Guests (100 Max): _____

Services Required: Bar Extension to Midnight TEN (£25): _____ Door Supervisor/s (£100 each): _____

Kitchen Usage (£50): _____ Cleaning (£50): _____ Laundry (£10): _____

Monthly Club Membership (£5): _____ **TOTAL HIRE COST:** _____

Signature of applicant _____

By signing this application form I (having read the documentation supplied) agree to comply in with Temple Bowling Club's Terms & Conditions and will reimburse the Club for any damages caused by either myself or my guests during the event. In accordance with the General Data Protection Act 2018, I agree that in submitting this form I consent to information contained thereon being held on computer or other storage means by the Clubs Data Controllers for administration purposes only.

TEMPLE BOWLING CLUB – OFFICIAL USE ONLY

Once a booking has been confirmed: The following details will be completed & returned to the applicant for action.

Hall / Venue Hire Deposit (see terms & conditions): _____ Date Deposit Due: _____

Balance on Hire (payable one month before event): _____ Date Balance Due: _____

Security Deposit (refundable cash, see conditions): _____ Date Deposit Due: _____

Application authorised by: _____ Date booking confirmed: _____

Hall / Venue Deposit & Security Deposit Paid: _____ Date Balance Paid: _____

Date Security Deposit Refunded: _____ Accounting Ref No: _____

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TEMPLE BOWLING CLUB HALL / VENUE HIRE TERMS & CONDITIONS

BOOKING A HALL / VENUE EVENT

Having acquired this document, the applicant should initially read this page thoroughly to understand the conditions associated with making a booking at Temple Bowling Club. The "Hall / Venue Hire Application Form" (page 1 / verso) must then be completed in full, and it may be pertinent to visit the Club to assess the suitability of both the location and facilities before proceeding with a formal application. The Club should then be notified about the intended booking at which point an appointment will be arranged with an Official to meet at Temple and discuss the potential event with any specific requirements in its entirety. The Club Official will assess the application and suitable availability, and should the booking be accepted, the details provided and agreed will be used to produce a quote / invoice and the applicant notified. The booking will only be confirmed on receipt of the relevant deposit / monies when all details will be documented in the Club diaries.

BOOKING CONDITIONS

The person making the booking is required to fully complete and sign the "Hall / Venue Hire Application Form" which will be counter-signed & authorised by a Club Official and kept on file. To comply with Police and Licensing Regulations, the hirer must provide photographic proof of identification and confirmation of their current address. A "Temporary Events Notice" (TEN) may also be necessary dependent on the requirements for the event. A deposit of 1/3rd of the total hire fee shall be payable on making the booking and this fee is non-refundable. The balance of the hire fee is payable at least one month prior to the date of the event. Should the total fee be paid less than one month prior to the event, this should be paid in cash. A security deposit of £300 in cash must be paid on booking the event, this sum will be refunded in full within 7 days of the event taking place provided there are no reports of damages or disturbance reported by the Club or local residents. Should the hirer wish to cancel the booking, a minimum of 14 days' notice is required.

MEMBERSHIP OF TEMPLE BOWLING CLUB

In accordance with "Club Rules 2023" hiring the hall / venue will only be accepted if the applicant is a member of the Club. Applicants who are not members of Temple Bowling Club, at the time of making a booking, will be charged a fixed fee of £5 and will become a Club Member for one month from the day of the confirmed event. Monthly members will be issued with a dated membership card which will enable them to use the club's facilities during that period. Members booking an event will receive the discounted price documented in the Club Rules at the time of the booking. It should be noted that Members cannot hire the facilities on behalf of a non-member and will only receive the discounted prices when their membership has been unbroken for a period exceeding 12 months.

HIRER'S RESPONSIBILITIES

The hirer is responsible for the conduct of their guests on entering, attending and leaving the premises / neighbourhood. The hirer is also responsible for any damage or breakages or special cleaning that may be required as a result of leaving any part of the Club in an unsatisfactory condition. The hirer shall clear, tidy, and return the premises to its original state before leaving, however, should the hirer not wish to do this they may (by prior arrangement) pay £50 for a cleaner to do this for them. The hirer must ensure that, when amplifying equipment is used, the sound volume is kept to a reasonable level (within authorised limits) to prevent annoyance to residents in the vicinity of the premises. Should the period of hire be exceeded beyond the stated time on the application form an appropriate charge will be made.

GENERAL TERMS & CONDITIONS

- The maximum capacity of the hall is 100 persons (Legal Requirement) & this figure should never be exceeded.
- All drinks must be purchased from the bar, which will close at the pre-arranged time.
- The hirer and guests are not permitted to use or trespass on the bowling greens or perimeters for any purpose.
- The designated smoking area is the veranda, and no drinks should be taken onto this area after 9pm.
- During the period of hire, access must be allowed for Club members wishing to use the ladies' changing rooms or offices located in / off the main hall and to use the bar & bar facilities.

Members, Contractors, Hirers, Guests & Visitors: Temple Bowling Club Ltd will not, under any circumstances, accept responsibility or liability in respect of personal injury, damages, or loss of property whilst on the Club's premises or grounds. The hirer also undertakes to indemnify Temple Bowling Club Ltd in respect of all actions, proceedings, costs, claims, demands, and liabilities resulting from the failure to take proper and necessary precautions to prevent any such actions.