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## Club Room Hire Information

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The Club Room is a modern facility and available for hire for parties, receptions, meetings and community events.

### Information

- The room has a capacity of:
    - all seated c. 50 (with additional standing of c. 30-50)
    - majority standing c. 80
  - The room is fully equipped including:
    - tables and chairs
    - lighting
    - sound system
    - smart TV
    - kitchen
    - dining crockery, cutlery, glasses
    - access to external patio area and grassed areas
    - car parking
  - A stocked and staffed bar is available. All alcoholic drinks are provided by LSC from the bar in strict compliance with licencing conditions including age restrictions, service times and membership. No alcohol or other drinks are to be brought on to the site without the prior agreement of LSC.
  - Catering is not provided by LSC. Some options are:
    - Food Love [www.foodlovecatering.co.uk/](http://www.foodlovecatering.co.uk/)
    - Big Top [www.bigtop.catering](http://www.bigtop.catering)
    - Percivals [www.percivalscaterers.co.uk](http://www.percivalscaterers.co.uk)
    - Amore 338 Manchester Rd, Westhoughton BL5 3JT 01942 790922
    - hirers' own caterer or DIY
  - LSC do not accept hires for 18<sup>th</sup> birthday parties. We will consider enquiries for 21<sup>st</sup> birthday parties subject to additional checking and an increased security deposit.
  - The scale of charges are set out on the attached sheet.
  - Booking and enquiries please to:
    - Sara and Neil Flanagan
    - [neil@lostocksports.co.uk](mailto:neil@lostocksports.co.uk)
    - 07393 584763
- A room visit will be arranged as part of the booking process.  
A deposit is required to secure a booking in accordance with the terms and conditions.  
Bookings are taken on a first paid first served basis.
- For application form, terms and conditions please see attached.





Hire <sup>(1)</sup>	£
A. Hourly (eg. meetings/seminars; max. of 3 hours including set up/clear down between 9.00am – 6.00pm only) <sup>(2)</sup>	25.00
B. Children's parties; max. of 3 hours including set up/clear down between 9.00am – 6.00pm only <sup>(2)</sup>	100.00
C. Half day c. 4 hours over am, pm, eve (includes bar) <sup>(3)</sup>	200.00
D. Full day c. 7 hours over day or half day/eve (includes bar) <sup>(3)</sup>	300.00
Security deposit (amount may vary)	100.00 <sup>(4)</sup>

(1) Reductions for charities – please enquire

(2) Excludes bar which is available at additional cost

(3) A reduction in charge will apply if the bar is not required

(4) For 21<sup>st</sup> birthday parties a security deposit of £350.00 will be required

Bank details:

'Lostock Sports Club'

30-99-08

22066668



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## Lostock Sports Club Club Room Booking Contract

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### 1. Parties to contract

1.1 Lostock Sports Club  
[lostocksports@btinternet.com](mailto:lostocksports@btinternet.com)

Contact: Sara Flanagan / Neil Flanagan  
07393 584763  
[neil@lostocksports.co.uk](mailto:neil@lostocksports.co.uk)

1.2 Hirer's name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_

### 2. Facilities

2.1 Hire of the club room and associated facilities (no access to changing rooms etc) for a maximum of \_\_\_\_\_ persons.

2.2 Date \_\_\_\_\_

2.3 Times

- entry/access \_\_\_\_\_
- leave/close \_\_\_\_\_

2.4 Purpose of hire \_\_\_\_\_

### 3. Charges

3.1 Room hire £ \_\_\_\_\_ (see hire charges table)

3.2 A deposit of 50% total hire charge is payable to confirm a booking. The balance of 50% will be due seven days prior to the event. All funds must be cleared before any access will be granted.

- 3.3 A security deposit of £100.00 is required (£350.00 for 21<sup>st</sup> birthday parties) at least seven days before the event. If this sum is not paid access will not be granted and the booking cancelled. The security deposit will be returned after the event after deductions for any cleaning/damage/breakages. LSC may make an additional charge post the event if the deposit does not cover these costs.
- 3.4 Payments to be made by direct transfer to 'Lostock Sports Club' at bank 30-99-08 a/c 22066668.

#### 4. Contract

- 4.1 This contract will become effective on signing by both parties.
- 4.2 The booking is subject to the terms and conditions attached which are part of the contract to hire.

I have read and agree to be bound by the conditions of hire (tick box).

**Signed for and on behalf of  
Lostock Sports Club**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Signed for and on behalf of  
Hirer**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## LSC Club Room Booking and Hire Conditions

### Confirmation

1. All bookings are provisional until a signed booking form is completed with the booking fee and returned to LSC.
2. LSC reserves the right to refuse to accept a booking at its absolute discretion.

### Charges

3. All charges (fully inclusive) are shown on the booking form and comprise:
  - a booking fee (50% of the total hire charge)
  - a charge fee (the balance of 50% of the total hire charge) payable seven days in advance of the hire
  - a security deposit of £100.00 (or other sum requested) payable seven days in advance of the hire
4. LSC reserve the right to make additional charges if the security deposit does not cover the cost of cleaning and/or making good damages/breakages.
5. Failure to pay all of the charges above will result in cancellation of the booking and forfeit of fees paid (excluding security deposit).

### Membership and attendees/guests

6. The hirer shall be named with full contact details and be admitted to LSC as a social member (as part of the hire fees).
7. All attendees at the event will be considered to be guests of the social member at 6. above and/or a guest of LSC.
8. The hirer shall provide to LSC on request a list of all attendees at the event.

### Cancellation

9. The booking may be cancelled by giving written notice in which case the following cancellation charges will apply:
  - within 8 weeks of the hire date, 50% of the fees will be due
  - within 4 weeks of the hire date, 75% of the fees will be due
  - within 2 weeks of the hire date, 100% of the fees will be due
10. LSC may cancel the booking at any time if the room becomes unavailable for any reason outside of its control<sup>(1)</sup>, in which case its sole liability will be to refund any fees paid.
11. LSC reserves the right to cancel the booking without liability to the hirer if at any time, acting reasonably, it considers that the event is illegal or may adversely affect the reputation of LSC.

### Use of the premises

12. The hirer and persons attending the event must:
  - comply with all licensing, health and safety and other regulations in force and relating to the building

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<sup>(1)</sup> Including, without limitation, adverse weather, power failure, staff shortages, unsafe building and facilities

- not carry out any electrical or other works, including sound amplification and lighting without the consent of LSC
  - not bring any alcohol or other drink on to the site without the written consent of LSC
  - not to bring any dangerous or hazardous items into the building, including pyrotechnics, smoke, bubbles
  - not to act in an improper or disorderly manner
  - arrive and leave in accordance with times shown on the booking form: use of the premises outside of these times will incur additional charges
  - not to affix decorations or displays to the walls, doors, ceilings, fixtures or fittings without the consent of LSC
  - not smoke, vape or allow a naked flame anywhere in the building
  - not bring into the premises or use any illegal or controlled substance or recreational drugs
  - no live animals shall be brought into the premises with the exception of guide dogs in support of the visually impaired
13. The capacity of the venue as stated on the booking form and agreed by LSC must not be exceeded. LSC reserve the right to refuse entry and/or make additional charges if the number is exceeded.

### **Equipment**

14. LSC will not supply any equipment to the hirer unless specified and agreed in writing before the hire date.
15. If any equipment is provided by LSC the hirer agrees to use it in a safe manner and return it in full working order. Where equipment is damaged charges will be made to the hirer, including part or full non-return of the security deposit.
16. Where the hirer is providing their own electrical equipment of any type it must be PAT tested with certification of not more than one year old.

### **Liability**

17. LSC will not be liable to the hirer or persons attending the event for injury or loss or damage to property except where the Company is proven to have been negligent in law.
18. It is the hirer's responsibility to assess whether insurance should be arranged covering public liability including loss or damage to LSC property or injury to any persons and the hirer shall indemnify LSC against any loss or liability.

### **General**

19. The hirer shall not be entitled to assign the booking to any third party or use the venue for any purpose other than that stated on the booking form.
20. No variation of these conditions shall be effective unless given in writing and signed on behalf of LSC.
21. In the event of any of the provision is declared by any judicial or other competent authority to be void, voidable, illegal or otherwise enforceable if amended, that provision shall be deemed to be amended to the minimum extent required to render it legal and enforceable.
22. The contract shall be governed by and considered in accordance with the laws of England and shall be subject to the jurisdiction of the English Courts.