

DELAMERE PARK MANAGEMENT LTD.

Booking form for Park Room/ Lodge/ Young Persons building

Name and Address of Householder-----

Tel. No.-----Day/Date required-----

Occasion-----Approx. No. of Guests-----

Time from-----to----- Booking Fee

Bar required from-----to-----.

Bar Extension Fee (if required) @ £15

TOTAL

Returnable Deposit @ £25

Special Requirements

Other

I have read and agree to abide by the Conditions of Hire of the Park Room/ Lodge/ Young Persons building.

Signed-----Date-----

Date Deposit Returned -----Signed-----

For official use only; Bar Manager-----

Trustee

Receptionist
=====

RECEIVED WITH THANKS, the sum of £25 Returnable Deposit in respect of 'damages' cover for the Park Room/ Lodge/ YPB.(Returnable Deposit may be collected 7 days after the event subject to no damages having occurred)

Signed----- for DELAMERE PARK MANAGEMENT LTD.

The Trustees have the right to question any of the above details.

February 2006.

RULES FOR THE HIRE OF THE PARK ROOM/ LODGE / YOUNG PERSONS BUILDING
(D.P.M.L.)

1. The proposed Hirer must be an adult Plot Holder. The Trustees retain the right to refuse any request for booking the Park Room, Lodge and Young Persons building.
2. A booking form must be satisfactorily completed and passed, together with the deposit specified in 3 below, to DPML in order for the booking to be confirmed. If any substantial alteration to the number of persons shown on the form as attending is likely, DPML must be advised at least three days prior to the event. Any special requirements / requests should be shown on the booking form for consideration by DPML management who will advise whether these can be met.
3. A deposit of £25 for the Park Rooms must be paid as security for the cost of any additional cleaning, repairs or replacement to DPML property lost or damaged during the hiring. The deposit will be returned within 7 days of the event if following inspection of the premises it is shown that no damage has occurred.
Any booking which is subsequently cancelled by the hirer will result in the forfeiture of the deposit.
4. The charge for the Park Room will be:

Daytime use:	£20	(Up to 3 hours)
	£50	(Full day)
Evening use:	£50	(5pm-finish)

The charge for the Lodge/Young Persons building will be £5 per hour.

5. Hiring charges must be paid in full not less than 1 week prior to the event. Failure to pay in time may result in cancellation of the booking.
6. If the Hirer requires an extension to the licensing hours the application for the extension must be made at least 5 weeks prior to the proposed event and a fee of £15 must be paid at the time the request is made.
7. The Hirer will not sub-let the room or use it for any function or purpose other than that stated on the booking form.
8. The Hirer is responsible for the behaviour of those attending the function and is liable to DPML for the cost of repairs to or replacement of any property belonging to DPML which is lost, damaged or destroyed during the period of hire.
9. The use of DPML crockery and cutlery is available only by prior arrangement with the Bar Manager which will be given only on the express understanding that such items are washed and cleared away by the end of the function.
10. No intoxicating liquor is to be brought on to the premises.
11. No person under the age of 18 years may purchase or consume any intoxicants on the premises at any time.
12. DPML management reserves the right to remove or have removed from the premises any person(s) causing a nuisance or behaving in a manner likely to bring DPML or the Club into disrepute.
13. The use of the Lodge by persons under 18 years is permitted only if the event is attended by the Hirer who must be responsible for collecting / returning the keys in addition to being responsible for the safety of those using the premises and for any damage to the premises during the hire period.
14. Hirers are responsible for ensuring the premises are left in a clean and tidy condition after the event.
15. Hirers are responsible for ensuring everyone present are aware of the position of the fire exits and assembly points and ensuring that fire exits are kept clear at all times.
16. PLEASE NOTE The Clubhouse, including the Park Room Lodge and Young Persons building, is a non smoking environment and it is the responsibility of the hirer to ensure this regulation is adhered to at all times.