

Provisional (P) or Confirmed (C) Booking .

**Community Group Booking Form**

**Hire of Park Room/Lodge/Lounge/Kitchen/Bar**

Name of Community Group:……………………………………………………………………………………………….…

Name of Community Group Contact: ……………………………………….…. Contact Telephone Number: …………………………………………

Occasion …………………………………………………………………….……………….. Approx. No of Attendees: ……………………………………………..

Day/Date requested: ……………………………………………………………………

Time required: To include time to set up/clear up after event

**Note – Bar closes & all music must cease by midnight & building must be vacated by 00.30**

Park Room required from ……………………….……………….. to ………………………….……………….

Lodge required from ……………………….……………….. to ………………………….……………….

Lounge required from ……………………….……………….. to ………………………….……………….

Kitchen required from ……………………….……………….. to ………………………….……………….

Bar required from ……………………….……………….. to ………………………….……………….

Special Requirements:

Use of tablecloths:

Use of seat covers

Use of Helium Canister

Other (please detail) :…………………………………………………………………………………………………………………………………………………………………

**I have read and agree to abide by the Rules for:** The Hire of The Park Room/Lodge by Community Groups

Signed by Community Group Contact…….……………….………………………………….………… Date ……………………………………………

**Please retain the copy of the ‘Rules for Hiring’ for your records.**

Approval/Rejection by Reception Staff ………………………………………………………………………. Date …………………………………...…

Approval/Rejection by Bar Manager ………………………………………………………………………. Date …………………………..…………..

Confirmed Booking on Date: ……………………….……………….. Via: (Face to Face/Email/Over the Phone) ………………………….……………….

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**RULES FOR THE HIRE OF THE PARK ROOM/LODGE BY COMMUNITY GROUPS**

1. Bookings may be made “provisionally” by all community groups. Whilst considered as provisional any available dates are subject to change at the discretion of DPML staff. In the event of a provisional date being requested for an event by another resident, staff will endeavour to contact the community group representative in order to ascertain whether the group wishes to confirm the date or allow the other party access to the facilities.
2. All provisional bookings must be “confirmed” within 2 months of the event date to secure the use of DPML facilities.
3. Each individual date being booked requires a completed booking request form to be submitted to DPML reception in order for the booking to be approved or rejected.
4. If any substantial alterations to the event is likely, DPML must be advised at least 3 days prior to the event.
5. The Community group contact is responsible for the behaviour of all those attending the event and is liable to DPML for the cost of any repairs to or replacement of any property belonging to DPML which is lost, damaged or destroyed during the period of the hire.
6. The satisfactory inspection of the premises and completion of the checklist must be carried out **for each event and counter signed by DPML staff** showing that no damage has occurred.
7. The Community Group will not sub-let the room or use it for any function or purpose other than that stated on the booking form.
8. 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. **Please note the use of deep fat fryers is not permitted in the building.**
9. No intoxicating liquor is to be brought on to the premises.
10. **No person under the age of 18 years may purchase or consume any intoxicants on the premises at any time. The Bar Manager and staff reserve the right to refuse to serve persons without suitable ID confirming age, being produced.**
11. 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.
12. 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.
13. The Community Group contact is responsible for ensuring the premises are left in a clean and tidy condition after the event.
14. The Community Group contact is 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.
15. Any event which may be seen to have religious, charitable or political implications must have the prior agreement of the Trustees.

**PLEASE NOTE**- The Clubhouse, including the Park Room and Lodge is a **NON SMOKING** environment and it is the responsibility of the hirer to ensure this regulation is adhered to at all times.