



Provisional (P) or Confirmed (C) Booking

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Community Group Booking Form for the Use of the Park Room/Lounge/Kitchen/Bar

Name of Community Group:

Name of Community Group Contact: Contact Telephone Number:

Occasion Approx. No of Attendees:

Days/Dates 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

If you require use of the kitchen facilities the DPML staff will do all they can to ensure you have exclusive use of this facility during the times requested below.

Park Room required from to

Lounge required from to

Kitchen required from to

Main Bar required from to

Special Requirements:

Use of tablecloths: ☐

Use of seat covers ☐

Other (please detail) :.....

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

Signed by Community Group Contact..... Date

Please retain the copy of the 'Rules for Use' for your records.

Added to Outlook Calendar as Provisional by Date

Approval/Rejection by Reception Staff Date

Emailed and Copy given to the Bar by Date

Approved/Rejected by Bar Manager Date

Booking Confirmed by Date: Via: (Face to Face/Email/Over the Phone)

Community Group Booking Form for the Use of the Park Room/Lounge/Kitchen/Bar

RULES FOR THE USE OF THE PARK ROOM/LOUNGE/KITCHEN BY COMMUNITY GROUPS

- 1 Bookings may be made by all community groups. In the event of a booking date being requested for an event by another resident or Community Group, staff will contact the community group representative in order to ascertain whether the group wishes to keep the date or allow the other party access to the facilities.
- 2 To avoid wasted resources all Community Groups should inform DPML at the earliest opportunity if there is a possibility that a booking will be cancelled.
- 3 Multiple dates may be requested on a single booking form, and each date being booked must be clearly noted. The completed booking request form is to be submitted to DPML reception 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 use.
- 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 Community Group contact 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 use 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 always kept clear.
- 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 are NON **SMOKING** environments and it is the responsibility of the hirer to ensure this regulation is adhered to at all times.