



Park Room Booking Form

Booking Form Number
(for staff use only)

Name & Address of Resident

Tel No Day/Date required

Occasion Approx. No of Guests

Time: from to (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

Main Bar Required from to

Small Bar required from to

Kitchen required from to

Any Special Requirements/Other

I have read and agree to abide by the Rules for: The Hire of The Park Room

Signed by Resident..... Date

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

Added to Calendar as Provisional by Date

Approval/Rejection by Reception Staff Date

Emailed and Copy given to the Bar by Date

Approval/Rejection by Bar Manager Date

Resident Informed of Confirmed Booking by Date

If your booking request form is approved, you will be contacted by reception staff in order to arrange a deposit payment.

Charges

Refundable deposit of £100. This deposit must be paid to DPML on acknowledgement of approval in order to secure the booking.

***Note**

– If the bar has not been booked the deposit will be refunded providing there has been no damage to DPML property as laid out in Rule No. 4, and with completed satisfactory final inspection of the facilities by DPML staff.

- If the bar has been booked the deposit will be refunded should the bar takings **exceed £150** and providing there has been no damage to DPML property as laid out in Rule No. 4, and with completed satisfactory final inspection of the facilities by DPML staff.

£100 Deposit paid **Cash/Cheque** DPML Signature Date

Bar Takings £ Bar Manager Signature Date

£100 Deposit returned to resident: Resident signature Date

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DPML SignatureDate

RULES FOR THE HIRE OF THE PARK ROOM

- 1 The proposed Hirer must be an **Adult Resident**. The Trustees retain the right to refuse any request for booking the Park Room.
- 2 Provisional bookings that are made are not secure and are liable to change without notice.
- 3 A request form must be completed and passed to DPML Reception in order for the booking to be confirmed or rejected by DPML staff. If any substantial alteration to the number of persons shown on the form as attending is likely, DPML must be advised at least 3 days prior to the event. Any special requirements/requests should be shown on the booking form for consideration by DPML management who will advise as to whether these can be met. If the bar is required, the booking request form must be received a minimum of 2 weeks prior to the event date. A £100 deposit must be paid to Reception on receipt of approval for the event in order to confirm the booking. Any booking which is subsequently cancelled by the hirer will result in the forfeit of the deposit. (The only exception to rules 3. And 4. is for the purpose of funerals of residents, for which we do not require any deposit and which can be booked at short notice).
- 4 **A refundable deposit of £100** for the hire of the function room must be paid as security for the cost of any additional staffing, cleaning, repairs or replacement to DPML property that is lost or damaged during the hiring. The deposit will be retained, and a refund made if the following conditions are met: The satisfactory inspection of the premises and completion of the checklist **by DPML staff** showing that no damage has occurred, Bar takings in excess of £150 if the bar was used.
- 5 The Hirer will not sub-let the room or use it for any function or purpose other than that stated on the booking form.
- 6 The hire of the Park room does **NOT** include use of the swimming pool, tennis courts, squash courts, pool table or sports lounge areas. Guests attending a booked event are **NOT** permitted in these areas of the facility at any time.
- 7 The Hirer is responsible for ensuring a responsible adult is present throughout the event in order to supervise the behaviour of all those attending the function. The Hirer remains 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, even if they are not present at the event themselves.
- 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 If you intend to have Soft Play equipment or Bouncy castles for children, you must include/email a copy of the Hiring Companies Insurance document to DPML at the time of hiring or before the event.
- 13 Hirers are responsible for ensuring the premises are left in a clean and tidy condition after the event.
- 14 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.
- 15 Any event which may be seen to have religious, charitable or political implications must have the prior agreement of the Trustees.
- 16 The hirer must only use the tablecloths available from the Bar staff – it is not permitted to use the Community Group table clothes that are kept in the kitchen storeroom for Private functions.

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