

DELAMERE PARK MANAGEMENT LTD.
Request for Park Room/ Lodge/ Young Persons building

Name and Address of Householder-----

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

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

There will be no hire fee for Residents using the bar - with bar takings exceeding **£120**, and providing there has been no damage to DPML property as laid out in Rule no 3

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

Note- Bar closes and all music must cease by midnight.

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

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-----

Approval/Rejection Bar ManagerDate

Returnable Deposit @ £50 Paid Date -----

Receptionist

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

FEBRUARY 2012

DELAMERE PARK MANAGEMENT LTD

RULES FOR THE HIRE OF THE PARK ROOM/ LODGE / YOUNG PERSONS BUILDING

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 request form must be completed and passed, to DPML Reception, in order for the booking to be confirmed or rejected by The Bar Manager. 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 £50 for the function 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 following inspection of the premises if it is shown that no damage has occurred and in the case of Park room bookings the bar takings have exceeded £120. This deposit must be paid to Reception on receipt of approval for the event from the Bar Manager.
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 FREE of charge to any resident using the facility with the bar, providing bar takings exceed £120, and providing rule 3 above is met in full.
Daytime use: £20 (Up to 3 hours)
 £50 (Full day from 9.00am – 5.00pm)
Evening use: £50 (5pm-finish) *
£10 per hour for any extra hours.
*** The Bar closes and all music must cease by midnight. The building must be vacated by 00.30 or 30 minutes after closing** (whichever is the soonest).
The charge for the Lodge/Young Persons building will be £5 per hour.
5. Hiring charges must be paid in full at the time of confirmation by the Bar Manager of the event. Failure to pay at this time may result in cancellation of the booking.
6. The Hirer will not sub-let the room or use it for any function or purpose other than that stated on the booking form.
7. 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.
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.
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. 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. 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.

February 2012