

Meeting Lane Club (MLC) - Eden Room Hire
£20 per hour for non-members / £10 per hour for members.
 (1-year membership required before reduced rates apply)

HIRE FEE WAIVED FOR BOOKINGS WHO HAVE A BAR – (until further notice)

Date of application:	
Contact name:	
Address:	
Post Code:	
Contact Number:	
Email Address:	
Member or Non-Member (delete as applicable)	
Date of Hire:	Estimated Attendance:
Room Hire Times 7pm- 1am 7pm-12 (circle time required or State other times)	
Reason for room Hire:	Bar required YES or NO
** PLEASE NOTE** Bar Closes 1 hour before Room Hire finishes	

ALL APPLICATIONS ARE SUBJECT TO COMMITTEE APPROVAL & will not be valid until Full payment of ALL FEES

Terms and Conditions of Hire MUST be agreed and signed by the Hirer

BOOKING FEE/DEPOSIT & BREAKAGE DEPOSIT WILL ONLY BE TAKEN AFTER APPROVAL BY THE COMMITTEE

You will receive a communication after approval to pay booking and breakage fees.			
Booking Fee		Date paid	
Breakage Deposit	£100.00	Date paid	
Date of approval		Contacted	Yes / No BY
Date of Payment of all fees		Taken By	
Date of Refund		Given by	

Breakage Deposit £100.00. Payable upon approval of booking. This will be refunded in full subject to the room being left Tidy, no breakages or damage having occurred and the room & facilities have been inspected the following week. (See T&Cs) Please note the use of Sellotape and blue tac are forbidden. Please use the Notice Board and magnetic hooks.

.....Office Use Only.....

Approved / Rejected at Meeting on _____

Secretary _____

Requests _____

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Refund of Breakage Deposit

Breakage Inspection completed Date & Initials

Breakage Deposit Approved by

Breakage Deposit returned by

I have received the £100.00 Breakage deposit in Full :

Print Name.....

Signature _____ Date _____

Terms & Conditions of Hire - The Eden Room

Full Name of Hirer (please print)

Date of Room Hire.....

Hiring: The booking is not confirmed until the hire fee has been paid in full. VAT is inclusive.

Charges: Deposit to be paid by Cash or Credit card.

Payment for the hire of the room must be in full 7 days before the use of the room.

Booking fee: A booking fee of 100% of the total will be required to confirm the booking of the Eden Room. The booking fee is non-refundable unless, Cancellation is received no less than 30 days in advance.

Breakage deposit: A £100 refundable security deposit is payable upon approval; this will be returned in full subject to the Eden Room being left in a tidy condition, no breakages or damages having occurred and after inspection by the Management of MLC. The Hirer will be informed of any breakage or damage within 5 days of the end of hire. Anti-social behaviour will also result in the loss of the deposit If the hirer fails to control such behaviour resulting in damage. The Hirer will also cover any additional damage costs not covered by the deposit.

Damage to the Premises or Equipment: All losses or damages caused shall be the responsibility of the hirer. Costs will be deducted from the deposit and if such costs exceed the value of the deposit, the hirer remains liable to pay the full amount, which must be paid within seven days of hiring.

Catering Facilities: The Eden Room has food preparation facilities which may be used. The hirer may provide their own catering. The facilities should be left in a clean and tidy state. The Hirer is responsible for any Caterers retained by them. Should MLC provide catering for the function, then MLC will be responsible.

Cleaning: It is the responsibility of the hirer to ensure that the room is left in a tidy condition. The bar Staff will clean tables and dispose of any rubbish at the end of the function.

Intoxicating Liquor, Drugs & Smoking: No intoxicating liquor may be brought on to or consumed on the premises. A Corkage charge of £3.50 per bottle will apply on any drinks not authorised by MLC & loss of the Deposit. We operate a Zero Tolerance Drugs Policy. Anyone suspected of being in possession of illegal substances will be reported to the Police and asked to leave the premises.

Entertainment: The Hirer is responsible for the behaviour and any damage sustained by the Hirers entertainers. No Excessively Loud music. MLC management reserve the right to reduce the music to an acceptable level.

Security and Prohibitions: The premises shall not be used for any purpose which is unlawful or which is capable of bringing MLC or any of its servants into disrepute. **We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and fail to provide identification to prove they are over 18. It is not normally our policy to accommodate 18th and under Birthday Parties.** The Hirer is responsible for the conduct and behaviour of all people attending the event. MLC reserves the right to pause or terminate the event, without any refund of costs if the conduct and behaviour is deemed unacceptable. No preparations are to be applied to the flooring or the wall without permission. If permission is granted any damage costs made by any preparations will be the liability of the Hirer.

Parking Facilities: MLC has limited parking facilities. Therefore, we request that you instruct your guests to park sensibly and do not obstruct Emergency Exits. (A car park can be found behind the shops on the main road.)

Other Facilities: Unfortunately, MLC have NO Wheelchair access to the Eden Room.

Health & Safety: The maximum capacity of the Eden Room is 100 persons at any one time, this includes performers, staff etc. Fire Exits and Extinguishers are to be kept clear and visible at all times. Smoking is not permitted anywhere on the premises. The Hirer will be the Responsible person for all Health & Safety matters relating to the event and must be present on site to deal with any matters that may arise. The name of the Responsible person Must be advised at the time of booking and recorded on the Booking form. The Hirer may delegate another person to be the Responsible Person who must be present and on site during the event. This change must be recorded on the Booking form.

Disputes: Any dispute on the use of the Eden Room facilities shall be referred to MLC Club Chairman, whose decision shall be final.

I have read and agree with the T&C's listed above and agree to be the Responsible Person.

I acknowledge that if I do not attend the function booked by me on behalf of another person the club have the right to charge the full hire price for the hours booked, which will be taken from the deposit.

Name..... Date.....

Signed.....

Responsible Person (if not hirer)