

## Booking Sheet for Use of the Club Premises for Private Functions

Conditions: Tick boxes as appropriate: [✓]

1. [ ] Only Adult Members of the Club may book the premises for private functions
2. [ ] Only known guests will be admitted to the function
3. [ ] The Member making the booking will enter the names of all guests in the Visitor's Book
4. [ ] There will be no entry charge to guests at the function
5. [ ] The function will not be advertised outside the Club
6. [ ] A returnable security deposit of £150 will be paid on application
7. [ ] There will be no interference to any property of the Club or of its Members
8. [ ] Any loss or damage to property on the Club premises will be paid for in full by the Member making the booking
9. [ ] The Member booking the premises will be solely responsible for obtaining full public liability insurance cover, where required, for all activities on the premises
10. [ ] The person booking the premises will be liable for the cost of cleaning and restoring the premises to the satisfaction of the Executive Committee
11. [ ] No alcohol or other drinks will be taken onto the premises
12. [ ] All drinks and alcohol will be purchased through the Club's bar
13. [ ] The Club's permitted hours for sale of alcohol (up to 11:00 pm) will be adhered to
14. [ ] The Club's Entertainments Licence requirements will be adhered to
15. [ ] The cost of ALL bar staffing required will be borne by the Member making the booking. When the event is over, bar staff costs will be paid by CLYC and billed to the Member making the booking
16. [ ] All arrangements for bar usage and staffing will be through the Club's Bar Manager
17. [ ] The function will not be a Children's Disco
18. [ ] All music will be confined to the Club house interior
19. [ ] There will be no disturbance or nuisance of any kind to local residents
20. [ ] Any further restrictions or waivers made by the Executive Committee will be adhered to

Please complete the following details and sign the agreement below:

Name of Member requesting the Booking	
Membership Type	
Date of Function	
Nature of Function	
Maximum number of people to be admitted	
Is the Club House only required?	
If the grounds are needed, what are they required for?	
<b>Single Event Insurance is required, and this must be organised by the Member running the Event</b>	
Insurance company	
Policy number	
Policy Expiry Date	
What arrangements have been made for cleaning and tidying the inside of the clubhouse and grounds?	
Is a late licence (up to 1:00 am, or Sundays midnight) required?	

I agree to the above Conditions Signature of Member	
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**For Committee Use:**

Date passed by the Executive Committee	
Comment by the Executive Committee	
Late Bar Booked? (Yes or No)	