



Application for Hire of Orbiston Bowling Club Hall. Please read the Terms and Conditions on the reverse. Please fill in all your details (Please use block capitals)

Name	Address		
	Post Code		
	Tel No:		
	Email address:		
Reason for hall hire:			
Date Required		Alternative Dates	
<p>In order to be eligible to hire the hall you have to know a member of the club who must be willing to sponsor your application by signing below.</p> <p>Name of Sponsor:</p> <p>Signature of Sponsor: _____ Date: _____</p>			
<p>I agree to abide by the rules of the club and terms and conditions of hire.</p> <p>Signed: _____ Date: _____</p>			
<p>Once approved by the Directorate in order to secure the booking you must pay the required deposit.</p>			
For Club use only:			
Date Received:			
Approved	YES/NO		
Secretary Signature:			
Diary Updated	YES/NO		
Confirmation sent:	YES/NO		
Deposit paid:			
Deposit Returned:			



The cost of hiring the hall for the evening is £50. A deposit of £100 is payable in advance, £50 of which will be returned if all the conditions below are complied with. The deposit should be paid to the bar staff before the event for confirmation of booking, failure to pay in advance will result in the booking being cancelled.

The bar is open during the hours published in the Clubhouse, which may be altered on request and within the terms of the licence. The Club does not supply direct catering but you welcome to bring in caterers, or provide your own food. A £25 charge will be applied for the use of the kitchen appliances and crockery when it is being used by external caterers.

We must request the kitchen area be thoroughly cleaned after use. failure to clean the kitchen may lead to the loss of your deposit.

To ensure the maximum comfort for your guests we recommend for a meal you restrict the number to 90 place settings and overall guest capacity should not exceed 100. This is the number of chairs available within the Main hall.

We request that your guests remain in the Hall and they do not encroach upon the Lounge Bar or green area, which is reserved for members and their guests.

The approval if accepted by you is granted on the following conditions:

- (a) Members are allowed access to the Hall if necessary.
- (b) Persons under 21 will not be served at the bar and you will ensure no under age drinking is permitted.
- (c) Only drinks purchased on the premises may be consumed. If there is evidence of your own alcohol being consumed then corkage will be applied.
- (d) You will assist the Duty Directors by ensuring your guests leave within a reasonable time after last orders and /or when requested as required by Scottish Licensing Law.
- (e) You will obtain permission before adding decorations to the Hall and remove such at the conclusion of your function.
- (f) All children under 16 years of age must be kept clear of the immediate Bar Area.
- (g) You will be held liable for any damages caused by your guests.
- (h) Orbiston Bowling Club do not accept any liability for indirect or consequential loss or damage to either yourself or your guests including vehicles and personal property.