



## APPLICATION FOR HIRE OF THE MAIN HALL

**Royal British Legion Club (Wimborne) Ltd  
West Borough, Wimborne, Dorset BH21 1LT  
Tel: 01202 885541**

Applicant's name .....

Applicant's address .....

.....

.....

RBL Membership No .....

Telephone number .....

Email address .....

DATE REQUIRED ..... TIMES .....

FUNCTION TYPE .....

NUMBERS .....

ATTENDING Please confirm numbers and provide a guest list 14 days before event

I have read the terms and conditions of hire and enclose:

1. A £50 non refundable booking deposit fee.
2. I agree to pay all monies due for the balance of the hire or breach of the terms overleaf.

(All cheque payments to be made payable Royal British Legion Club (Wimborne) Limited)

<b>Official use only</b>			Payment by	CASH / CHEQUE
	LETTING FEE	£		
		£		
	<b>TOTAL COST</b>	£	(BOOKING DEPOSIT PAID	£ )
			(SECURITY DEPOSIT Yes/No	£ )

Date ..... Signature of Applicant .....

Date ..... Signature on behalf of .....  
Wimborne Royal British Legion (Club) Limited

**Application/Hirer**

1. All applicants for hire of the hall must be in writing on the application form and forwarded to the Club Secretary at The Royal British Legion Club (Wimborne) Limited, West Borough, Wimborne BH1 1LT.
2. No booking will be confirmed until the booking deposit fee has been paid. The receipt for the deposit shall be taken as confirmation of the booking.
3. No copyright dramatic or musical work shall be sung without the licence of the owner of the copyright and, if required, all such licences shall be produced to the Club before commencement of the hiring. The applicant shall indemnify the Club against any infringement of copyright which may occur during the hiring.
4. If a fully refundable security deposit is received this will be refunded after the hire subject to no damage and the hall is left clean, tidy and in an acceptable condition by the Club's management. Should the applicant be in default, any costs for additional cleaning, repair or replacement will be chargeable from the security deposit. Any additional costs over and above the security deposit will be chargeable in full to the person booking the hall (whether for self or on behalf of others) if the security deposit is insufficient.
5. Should the applicant cancel the booking the non refundable deposit will be forfeited and any refundable security deposit will be refunded.
6. Should the Club cancel the booking the maximum liability accepted by the Club will not exceed the booking fee (or the booking deposit if this is the only payment received).
7. It is accepted that in booking the hall you have obtained the appropriate authority to do so if booking is on behalf of other associations, organisations or individuals.
8. The applicant is responsible for all health and safety aspects of their booking from the time of hall preparation, hire period, hire post cleaning.
9. Any building defect or problem identified must be notified to the management immediately.
10. Should it be deemed necessary for additional staff security personnel for any given event then the hirer shall be responsible for all costs.
11. **No liquor shall be used, sold or supplied without the pre consent of the owner.**
12. Smoking is not permitted inside the premises and drinking is not permitted on the dance floor.
13. The kitchen (if used) will be left in a clean and tidy condition.
14. If the club caterers are appointed to provide refreshments for events the contract is between the Applicant and the caterers. The club shall not be responsible or be held liable for any money transactions, including deposits, that are paid by the Applicant to the caterers.
15. No person under the age of 18 years will be allowed to consume alcohol. No person may purchase alcohol on behalf of any person who is under the legislative age.
16. The applicant is responsible for guests' behaviour and ensure good order is kept.
17. **No bolts, tacks, nails, screws, hooks etc shall be driven into any part of the hall nor shall any placards or other articles be fixed thereon.**
18. No additional lights or extension from the existing electrical light fittings shall be used without the prior consent of the owner. Should permission be granted, the hirer shall only use electrical equipment which meets current UK Electrical and Safety Regulations and holds a current PAT safety approval and markings.
19. Where the applicant uses third parties for entertainment the hirer must ensure that the third party has the relevant Public Liability insurance.
20. **The applicant takes responsibility to inform their attendees of all rulings, fire & emergency procedures that may affect them and must complete a guest list prior to the event to comply with health and safety requirements.**

**The Club**

1. Hereby notifies the applicant that the premises are surveyed with CCTV recording in the interests of property, staff, members, hirers, health and safety.
2. The Club shall not be responsible for any loss of or damage to any property arising out of the hiring nor any loss, damage or injury which may be incurred arising from any abuse whatsoever or any loss due to the breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions or Acts of God which may cause the hall to be temporarily closed or the hiring interrupted.
3. The right of entry to the hall and bar is reserved to the Royal British Legion Club (Wimborne) limited and any other agent of the Club and any police officer at any time during the hiring.
4. If the Club management deems inappropriate behaviour or act has taken place during the hire period they reserve the right to close the event and ask all parties to leave without recompense of any nature.