



# DEVIZES BOWLS CLUB APPLICATION FOR USE OF PREMISES

Applications will be considered from members of the Club and organisations approved by the Management Committee.

NAME				DBC Member?
ADDRESS				
TELEPHONE NO.		E MAIL		
ORGANISATION				
DATE REQUIRED		TIME		
APPROX NUMBER ATTENDING		NAME OF CATERER (if applicable)		
NATURE OF BOOKING (please tick)	MEETING /SEMINAR		SOCIAL/MEAL	

## CONDITIONS OF USE

The applicant agrees:

1. **That any person or organisation not holding their own Public Liability Insurance hires the premises at their own risk.**
2. To accept responsibility for any damage to Club property caused by any guest and to indemnify the Club against any claim for loss or damage to the property of any guest, whilst on Club premises.
3. That all vehicles are parked on Club premises at owner's risk.
4. To accept responsibility for the conduct of those in attendance at the function and to ensure that alcoholic drinks are not served to persons under 18 years of age.
5. That all alcoholic drinks to be consumed on the premises must be supplied by the club. Under no circumstances can drinks be purchased elsewhere and brought onto the premises except by prior agreement and on payment of a corkage charge. Bottles in the form of raffle prizes must not be opened on Club premises.
6. To inform their chosen caterers that a kitchen inventory will be taken before and after each letting.
7. **To be responsible for the arrangement of tables and seating and the clearing of the hall after use, including leaving the kitchen and its equipment, if used, clean and tidy with all utensils used returned to where they belong.**
8. To vacate the premises at the pre - arranged time.
9. That on an occasion with Bar/Catering they will ensure that a member of the hiring group remains on the premises until the Bar Staff & Caterers have finished.

**For Health & Safety reasons no one is to be left to lock up alone.**

<p style="text-align: center;"><b>BAR</b></p> <p><b>The bar is run on a voluntary basis by our members.</b></p> <p>If you ask for a bar to be available we will try to arrange for it to be adequately stocked and staffed. Please make any special requests known to us in advance and we will do our best to oblige.</p> <p><b>The Management Committee would appreciate the Bar Staff being offered a meal during the course of the function.</b></p>	<p style="text-align: center;"><b>SPECIAL ORDERS/REQUESTS</b></p>
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## CHARGES

Morning Hire (8.00am – Mid Day)	£48	
Afternoon Hire (Mid Day – 5.00pm)	£60	
Morning & Afternoon Hire (8.00am – 5.00pm)	£100	
Evening Hire (5.00pm – 11.00pm)	£70	
Afternoon & Evening Hire (Mid Day – 11.00pm)	£100	
ALL DAY HIRE (8.00am – 11.00pm)	£125	
FULL USE OF KITCHEN(meal preparation & use of all appliances) There is a £50 returnable deposit required when full use of the kitchen is requested. <b>Caterers engaged for meal preparation will be required to hold a Food Hygiene Certificate and will be held fully responsible.</b>	£100	
LIGHT USE OF KITCHEN(hot drinks/cold snacks/sandwiches only)	£45	
USE OF THE BAR FACILITY (If available)	£50	
	Total	
NO. OF TABLES REQUIRED		NO. OF CHAIRS REQUIRED
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WIFI IS AVAILABLE AND A P.A SYSTEM ON REQUEST.		

### FURTHER INFORMATION/REQUESTS

I agree to the terms and conditions - **with specific reference to Item 1 and the Food Hygiene requirement above.**

Signature .....

Date.....

Please return this form to:  
Mr David Silvester,  
Devizes Bowls Club  
Long Lane,  
Devizes,  
SN10 1NW.

Or by email to [hireourhall@devizesbowls.com](mailto:hireourhall@devizesbowls.com)

An invoice will be sent by return.

30 May 2023