**Pangbourne Working Men’s Club**

**Whitchurch road, Pangbourne, Reading, Berks, RG8 7BS**

**Telephone 01189 842885**

**Rosewood hall hire- hourly agreement**

This agreement hereby sets out the terms and conditions agreed between the above hereinafter known as the lessor and …………………………….. Hereinafter known as the hirer.

I confirm that I am a full member of PWMC. The lessor will supply the Rosewood hall, Whitchurch road, Pangbourne on the **date of** …………………….. And will permit the hirer to have access to the selected amenities contracted for **between the hours:**

……………………………………………………………………..

The hirer will be held responsible by PWMC for any damage or theft caused or due to the actions of the hirer or hirers guests howsoever cause and will be required to lodge a refundable deposit of **£150** 14 days prior to the hire period which will be set against part of any such damage or theft arising. The deposit can be returned 3 days after the hire, subject to a satisfactory inspection being carried out following the completion of the hire period.

Standard hall hire consists of hire of the main hall and toilet area and includes the lounge bar and staffed bar.

Kitchen hire consists of use of the kitchen and appliances.

Entertainment hire includes the hire of the Bluetooth/cd sound system and disco lighting equipment (the hirer is to supply their own music to play though the sound system)

**Hall hire per hour £15.00**

**Kitchen hire £30**

**Entertainment hire £25**

The hirer must supply a full list of non-members attending the event that will be submitted to the office at least 3 days before the event. You will be held responsible for all persons attending the function on the hire date are checked in against the list submitted (this list must be held by a responsible person at the event in case of fire).

The hirer must ensure that all persons behave in a responsible manner and ensure that drunk and disorderly behaviour does not take place. Any persons currently excluded from PWMC must seek permission from the club committee at least 1 month prior to the event to enable a discussion as to whether they will be granted access to the event.

**Time must be included in the hire to allow for setting up and clearing up after the event**.

**Please see next page for terms of use**

**Terms of use**

**Please be aware all non-members vehicles must pay and display in the car park- not the member’s car park.**

* **No 18th birthday party’s**
* **Only drinks purchased from the club bar to be consumed**
* **No sellotape or drawing pins to be applied to any surface**
* **Bluetac only to be used on glazed surfaces**
* **Hanging decorations are only to be permitted to be hung from the hooks provided around the dance floor**
* **No naked flames (candles etc.)**
* **Fire exits are only to be used in an emergency**
* **No underage drinking of alcohol**
* **No smoking (including e-cigarettes)**
* **No fixtures or fittings to be removed without consent from the secretary**
* **No pets in the hall or lounge bar**
* **Any equipment used must be put away after use. Ex) Tables, chairs.**
* **Abuse to bar staff/or any club member will not be tolerated**
* **Violation of any of these rules may result with the event being cancelled/shut down**
* **You must clear your decorations and clean the kitchen (if used) before closing.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **cost** | **paid** | **date** |
| Refundable deposit | 150.00 |  |  |
| Hall –Per hour | 15.00 |  |  |
| Kitchen | £30.00 |  |  |
| Entertainment | £25.00 |  |  |
|  | **Total=** |  |  |

**I ……………………………….. Agree to hire the hall to the conditions set out above.**

**Signed……………………………….. Membership no……………. Date…………………………**

**Contact number ……………………. E-mail………………………………………………………..**

**Additional notes, example,) Time the function starts, Wine for tables or would like a tab to be run for the evening.**

Your privacy is important to us, and we want to communicate with our members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. We need your information for

* Posting your membership to you.
* Storing your details on membership companion data base.
* Your data will NOT be shared with any third party.

Please note that we take keeping your data safe very seriously, and have safeguards in place.

If you are not happy you have the right to complain to the ICO.

You have the right to request access your information with a one month notice period.

All details are removed 12 months after membership ceases.

Booking forms are destroyed one month after function has taken place.

Please fill in the contact details you want us to use to communicate with you:

By signing this form you are confirming that you are consenting to the Pangbourne Working Men’s Club holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the Pangbourne Working Men’s Club contacting me by 🞏 post 🞏 phone or 🞏email.

To keep me informed about news and events *(note you can unsubscribe from the e-bulletin at any time)*;

To have my details displayed in the club premises for at least 7 days prior to the committee meeting.