



Application To Hire

Name

Address

Contact number

Occasion for hire

Date of event

Start time of event

Do you need access before the event to set up? Yes / No (circle one)

If yes, from what time do you require access

Do you require the bar to be open for this event? Yes / No (circle one)

Do you require use of the field? Yes / No (circle one)

Are you a club member? Yes / No (circle one)

If yes, what is your membership number

The agreed hire charge amount is £.....

The Longdon Club has a hiring charge based on club membership and the event date and time. The hiring charges and qualifying conditions are displayed on the following page.

When signing this application to hire you are acknowledging that you have read and agreed to the terms and conditions.

Signed.....

Date.....

General Information

Our normal opening hours are at www.longdonclub.co.uk

If your event is **within normal opening hours**, the venue is **non-exclusive** and members may be present. We will endeavour to limit any inconvenience to all parties.

If your event is **outside of normal opening hours** and you require use of the bar a minimum of two weeks will be required.

The person named on this application will be responsible for their guests and property whilst at the venue.

All guests are expected to use The Longdon Club with reasonable care, enter the venue at their own risk and comply with The Longdon Club rules (available on request). No liability is offered or implied by The Longdon Club.

Children are welcome however they will remain the responsibility of their parents or guardians at all times.

Please ensure that all guests leave in a quiet and orderly manner so as not to disturb our neighbours or cause offence.

Hire Charges

To qualify for the membership hiring charge, a minimum of six months from initial membership is required.

	Members	Non-member
Within normal opening hours	No Charge*	£75
Outside of normal opening hours	£50†	£75

* *Donations are welcome*

† *If your event is a wake, this charge is exempt at the discretion of the committee*

Terms and conditions

- 1.** The agreed hire charge must be paid at time of booking. Refunds can be given in full up to seven days before the event. Exceptional circumstances within the seven days period before the event will be considered by the committee for a refund but this is not guaranteed.
- 2.** The venue will be made available to you on the date and times agreed
- 3.** Any event arrangement can include the use of the rear field when explicitly requested
- 4.** The Longdon Club has no food preparation facilities and any arrangements for the supply of food and compliance with the Food Safety Regulations is the responsibility of the hirer.
- 5.** The hirer is expected to remove all waste materials from the venue after use. Any assistance with sweeping and cleaning the venue is always appreciated.
- 6.** Audio and visual equipment can be used by request by the hirer. You can use the television to, for example, display photo slideshows. This is done via a HDMI port.
Along with a 3.5mm audio jack or sharing of a spotify playlist that can be used for music through the ceiling speakers.
- 7.** Microphones are available for announcements at the event on request.
- 8.** You may bring your own sound equipment or arrange for live entertainment as desired. Any electrical equipment brought to the venue must have a current PAT test certificate.
- 9.** Please ensure that the use of amplified sound is reasonable and does not cause annoyance to neighbours at any time.
- 10.** Any damage or injuries sustained to or on our premises must be reported to a member of staff immediately.
- 11.** As the hirer you will be responsible for any costs incurred due to damage at the venue.

This form should be completed and returned to The Longdon Club either by post, email or handed to a member of staff at the venue.

The Longdon Club, 6 Brook End, Longdon, Rugeley, Staffordshire, WS15 4PA
hello@longdonclub.co.uk