

Booking Form



Persons/Organisation:

Nature of intended function:

Date & times requested:

Estimated number of guests:

Club member introducing:

Facilities required:			Charge
Lounge & bar : Clubroom is charged for full hour only (Minimum charge £75.00)	Yes/No	£30 per hour	£
Kitchen:	Yes/No	£30 for session	£
Football pitch:	Yes/No	£75	£
Cricket Pitch:	Yes/No	£75	£
Changing Rooms/Showers:	Yes/No	£30	£
Hire of Equipment:	Yes/No	As agreed	£
TOTAL HIRE COST			£

Cheque for Licence payable to Isle of Man Government

See important
Information No2

Other relevant information:

Contact details (please include name/address/telephone number and email address)

Signed:

Date:

I confirm acceptance of the terms and
conditions of hire provided with this
document



Important Information

Please note the following important information:-

1. Union Mills Clubhouse is non-smoking.
2. The following must accompany this booking form:-
 - A letter requesting to hire the club's facilities and the purpose for which they are to be used (see next page).
 - Full payment of the hire charges is required at time of booking
 - A cheque for Isle of Man Government to pay for the licence application as follows

3 hours (min charge) £35.00

4 hours £50.00

Additional £15 for each hour or part hour thereafter
3. The hourly booking rate will apply from the time the Clubhouse is required to be made available for access and not from the planned commencement of function
4. Payment for hire must be made in full at time of booking.
5. No bookings will be accepted for 18th birthdays.
6. No items should be affixed to walls using sellotape or blue tack.
7. The Hirer of the Club will be liable for any damage.
8. In accordance with the Licensing Act 1995 only alcoholic beverages purchased from the club may be consumed within the club and its grounds. Alcoholic beverages may not be brought onto the premises and consumed anywhere in or around the grounds or clubhouse. Any persons found in violation will be immediately requested to leave the premises. The club also retains the right to close the bar and clubhouse early in such instances.
9. Cancellations made within 21 days of the hire date will incur the full hire charge. Cancellations made between 21 and 90 days of the hire date will incur a fee of 50% of the total hire charge.

10. All functions must end by 12 midnight. The Club must be vacated within 30 minutes of the agreed finish time of the hire.
11. Upon acceptance of a booking the Hirer will become a Social Member of the Club.
12. Full terms and conditions will be sent upon acceptance of the booking.
13. Details of the Hirer will be maintained on a computer.
14. Union Mills Football Club is a registered charity (number 881).

Union Mills Football Club

Garey Mooar, Ballaoates Road, Union Mills, Braddan, Isle of Man.

Telephone & Fax: 01624 852862

www.unionmillsfc.com

Name

Name	
Organisation	
Address:	

To:

The Bookings Secretary
Union Mills Football Club
Garey Mooar
Ballaoates Road
Braddan
IM4 4TE

Dear Sir,

I confirm my request to hire the clubhouse on between the hours ofand for the occasion of

--

We would like to have use of the bar facilities and enclose our cheque for the license payable to the Isle of Man Government for the license fee, together with your booking form.

Yours faithfully

Signature

Terms and Conditions of Hire



1. Interpretation:

In these Terms and Conditions of Hire the following words shall have the meanings hereinafter in this clause respectively assigned to them.

'Club' means Union Mills Football Club its facilities or any authorised Committee appointed by the Club to act on its behalf in connection with the letting of its clubhouse and facilities.

'Hired Accommodation' means that part of Union Mills Football Club which is listed in the schedule of the Agreement between the Club and the Hirer.

'Agreement' means the official application form for the hire of accommodation.

'Hirers' means the person, person's society, association, club, company or other body making application for the use of the accommodation in whole or part.

'Dates of Hiring(s)' means the date or dates on which the Hirer is entitled to use the accommodation under the terms of the Agreement.

2. Application to Hire Accommodation:

All applications to hire accommodation must be made on the Club's official application form and forwarded to the Club for consideration. The application form must be accompanied by a letter requesting to hire the clubs facilities and the purpose for which they are to be used. The Club reserves the right to refuse any application without stating their reason for so doing and may accept any application only upon such additional conditions as the Club shall deem necessary to impose. If the Club accepts the application, the person or persons signing the application form shall be deemed the Hirer as well as the society, association, club, company or other body on whose behalf the application may be made and as such, will be jointly and severally responsible to the Club for the payment of the hiring fees, and for the strict observance of the conditions applicable to the hire of the premises in whole or part. When such application has been accepted the Hirer will receive written notification to that effect. Upon acceptance of the application the Hirer will be enrolled as a Social Member of the Club. Such membership shall remain effective until the following annual renewal date of memberships as determined by the Club. Details of the Hirer will be maintained on a computer database.

3. Scale of Charges:

The charges for hiring the accommodation in whole or part shall be in accordance with the current official scale or any amendment thereof which shall be made by the Club.

Payment and Receipts:

Full payment in respect of the hire of premises MUST accompany the completed application form submitted to the Club for their consideration.

4. Cancellation of Hiring - Club:

The Club reserve the right to cancel the hiring:-

(a) In the event of a breach or an anticipated breach of any condition of the hiring including any special conditions imposed under Clause 2 hereof, or

(b) If at any time prior to the commencement of the function it shall appear to the Club that the Hirer has made a material omission from or mis-statement in the application form; or

(c) If at any time prior to the commencement of the function the programme or other detailed particulars referred to in Clauses 2 and 14 hereof have not been supplied or, if supplied, have not been approved to the Club; or

(d) If any sum payable under Clause 3 hereof is not paid by the Hirer by the date upon which it is due.

The Club may also cancel the hiring:-

(e) In the event of the Club themselves being desirous of using the accommodation on the date upon which it has been let to the Hirer in connection with an occasion which in the opinion of the Club is of Civic or National importance by giving to the Hirer such notice of cancellation as the Club, in all the circumstances, considers reasonable.

Upon such cancellation under (a), (b), (c) and (d) the Hirer shall not be released from any of his obligations under the Agreement and such cancellation shall not affect any right or remedy to which the Club shall be entitled to retain any monies. Upon such cancellation under (e) the Club shall return to the Hirer any monies paid but shall not be under any liability to the Hirer for any loss or damage he may sustain arising out of such termination.

5. Cancellation of Hiring - Hirer:

The Hirer shall have the right by notice, in writing to the Club to terminate the Agreement at any time. Upon such termination the Hirer shall be liable to the Club as follows:

(a) If the termination is made more than 90 clear days before the date or first date of hiring (excluding the date upon which notice is received by the Club and the date or the first date of hiring), the hirer shall be liable for all costs incurred.

(b) If the termination is made less than 90 clear days but more than 21 clear days before the date or first date of hiring (excluding the date upon which notice is received by the Club and the date or the first date of hiring), the Hirer shall be liable for 50% of the total hire charge plus all costs incurred.

(c) If the termination is made less than 21 clear days before the date or first date of hiring (excluding the date upon which notice is received by the Club and the date or the first date of hiring), the hirer shall be liable for the total hall hire charge plus all costs incurred.

6. Purpose of Hire and Sub-letting:

Without the previous consent, in writing of the Club, the hired accommodation shall not be used for any other purpose or in any other manner than that stated in the application and the Hirer, shall not, without the previous consent in writing of the Club sub-let or part with possession of the hired accommodation or any part thereof to any other person or organisation.

7. Capacity:

The Club will advise the MAXIMUM numbers permitted to be accommodated for an individual function. The hirer shall not permit the number of persons to exceed the figure stated. For functions at which the audience is seated the charges include the provision of seating arranged as per a plan agreed at the time of hire. Such seating shall not be moved or increased.

8. Maintenance of Good Order:

The hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the hired accommodation. The Club reserves the right through the Club to require the Hirer to remove or cause to be removed any person from the accommodation without giving any reason for so doing. The Hirer shall be responsible for the maintenance of good order and ensure the observance of the Terms and Conditions applicable to the hire of accommodation. If in the opinion of the Club the employment of additional staff over and above the normal quota for a function, or of Police Officers or Security Guards, is deemed necessary to keep order, prior to, during or after a function, such persons shall be employed and charged to the Hirer. The Hirer will be advised of such a decision and relevant costs, where possible, prior to the event.

9. Care of Furniture and Floors:

Every care must be taken not to damage floors, chairs and other furniture and fittings. Goods or materials must not be dragged over the floor of the hired accommodation. **NO ITEMS SHOULD BE AFFIXED TO WALLS USING SELLOTAPE OR BLUTACK.** The Hirer shall leave the hired accommodation in as good order and in as clean a condition as at the commencement of the hiring, if default is made the Hirer shall pay to the Club a reasonable charge for putting the hired accommodation in order. If, in the opinion of the Club, the use of the hired accommodation shall cause an excessive amount of litter, the Hirer shall pay an extra cost involved in its removal. Unless the Hirer shall show before the commencement of the period of hire that any property of the Club is damaged, property shall be deemed to have been undamaged at the commencement of the period of hire.

The Hirer shall:

1. Repay to the Club on demand the cost of reinstating repairing or replacing any part of the facilities which shall be damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring.
2. Indemnify the Club against all claims, demands actions or proceedings in respect of:
 - i. Any damage to or loss theft or removal of property belonging to any person except the Club.
 - ii. Any loss or damage suffered or sustained by any person in consequence of the death of or injury to any person (other than a servant of the Club while carrying out their duties as such servant) howsoever or by whomsoever caused, which shall occur while such person is in or upon any part of the Club or arise from any accident or occurrence which shall while such person is in or on any part of the Club.

Note: The Club are not insured against the risks referred to in sub-clause (b) (i) and (b) (ii) other than risks referred to in the proviso to Clause (b) (ii). The Club may at the discretion of the Club and as a condition precedent to this Agreement require the Hirer to insure himself up to a reasonable amount against his liability under the Clause, to pay the premium on such insurance and to produce a policy for inspection. .

10. Right of Entry:

1. The Club reserve to themselves the right of entry to their duly authorised officers and servants to all parts of the hired accommodation at all times and require that instructions must be given by the Hirer for their admission.
2. The Club reserves the right to refuse admission to, or remove from, the hired accommodation any person without stating any reason therefore.
3. The Club must be vacated within 30 minutes of the agreed finish time of the hire.

11. Catering Services:

The Club, through their caterers, reserve the right to supply catering services. The Hirer will not be permitted to supply his own food or drink in any way except by prior agreement with the Club.

12. Licensed Bar:

1. The Club is fully licensed for the supply of intoxicating liquors. The Club reserve the right to refuse to provide a bar if they are of the opinion that the hiring is for a function at which the bar should be closed for any reason. No intoxicating liquors whatsoever shall be brought or allowed to be brought into any part of the Club by the Hirer or any person or persons connected with the hiring.
2. Any requests for extensions outside normal hours need be obtained. In order that the Club may comply with the requirements of such licenses, the Hirer shall give at least one month's notice for the application, a fee will be charged accordingly. The Hirer shall strictly observe any conditions made by the Club, the Fire Officer or other authority as to events and the number of persons to be admitted, arrangement of seat gangways and any other related matter.
3. In any letting there shall be deemed to be implied on the part of the Hirer and undertaking with the Club strictly to observe and perform all statutory provisions and regulation imposed by the Licensing Justices or other statutory bodies and to confirm to the conditions of all licences held by the Club, and to indemnify the Club and its officers and servants from all penalties, damages and costs which they may incur in consequence of any breach or default in complying with any such provisions, regulations or conditions.

13. Children and Young Persons

When the Club lets its facilities for the use of children's entertainments, the Hirer shall arrange for sufficient adult supervision by persons accustomed to the care and control of children.

14. Complaints

Any complaint respecting any of the arrangements connected with the function must be made in writing to the Club and delivered by hand within 7 days of the cause of such a complaint arising.

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