### Palatine Pavilion BOOKING FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name  (if applicable) |  | | | |
| Contact name and address  Phone No.  Email Address |  | | | |
| Invoice name/address (if different from above)  Phone No. |  | | | |
| Activity / Function being held |  | | | |
| Number of people attending |  | | | **For**  **Office Use** |
| Rooms and facilities required  (Please circle requirements as these may incur additional charges) | Main Hall  Meeting Room  Other Requirements  DJ Music (cost incurred) | | Yes / No  Yes / No Yes/ NoYes/ No |  |
| Catering Required |  | | Yes/ No |
| **NB:** Employment of a Hall Duty Officer may be required: Indoor fireworks, French chalk; smoke machines and bubble machines are prohibited. Users are responsible for First Aid provision for their event. Any portable electrical equipment brought into the Hall by users must have evidence of a current PAT certificate.  Normal Hall opening hours: 09.00 am to 10.00pm daily Weekends 09.00am to 11.00pm | | | | |
| Date(s) | |  | | |
| Times  Minimum Booking: 1 hour | | From: To:  (Please note that any over-run is chargeable) | | |
| For events with live music or discos, please nominate names of stewards | |  | | |
| Special requests/Table lay-out  Meeting,Thertre,Without | |  | | |

# Any change / cancellation relating to this Booking must be notified in writing to:

Operations Manager Palatine Road Worthing West Sussex BN12 6JN

**Bookings not confirmed by payment of the deposit within 4 weeks of your receipt of this form will be cancelled. In the event of subsequent cancellation by the hirer, the deposit is non-refundable.**

I confirm the above booking and agree to abide by the Terms and Conditions of Hiring.

Signature ……………………………………. Date …………………………..

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**FOR OFFICE USE**

**Diary Updated** (**√**) **Invoice** No. Amount £ .

**Deposit £**  **Deposit Received** £ (**√**)

1. **General Booking Conditions**

All applications and communications in respect of the hire of Palatine pavilion to be addressed to the Operations Manager, Worthing Town Football Club, Palatine pavilion, Palatine road Worthing, West Sussex, BN12 6JN Tel: www.wtyfc.co.uk Email: ops.wtfc@hotmail.co.ukThere shall be no extension or variation of the original Terms of Hire without the prior consent of the FMC (Facilities Management Committee) The FMC decision on all matters concerning the hiring of Palatine pavilion shall be final. These Conditions and associated charges are subject to variation by the FMC.

1. **No Smoking policy**

The Club operates a strict ‘No Smoking’ policy within Palatine pavilion. Smoking is not permitted in any part of the building.

1. **Deposit and Bond**

The booking is not confirmed until 20% of the hire fee has been paid.

The balance must be paid by one month prior to the event.

1. **Cancellation Policy**

If the Hirer cancels with 12 months notice the 20% deposit will be fully refundable.

If the Hirer cancels within 12 months of the event the 20% deposit will be forfeited.

If the Hirer cancels within 2 months of the event ½ of the Hire charge will be forfeited.

If the Hirer cancels within 1 week of the event the whole of the Hire charge will be forfeited, whatever the reason for the cancellation.

1. **Use**

The hiring shall be strictly limited to the use for which Palatine pavilion and/or the Grounds are booked and within the times agreed for the event. Any over-run of time is chargeable. The premises must be vacated by Ten o’clock unless specific arrangements have been agreed.

The Hirer shall not allow Palatine park and/or the Grounds to be used for any unlawful purpose or in any unlawful way nor commit or allow to be committed any nuisance or any act or thing which may be or become a source of danger inconvenience or annoyance to the Council or the owners or occupiers of any neighbouring property nor do anything or bring onto Palatine park and/or the Grounds anything which may endanger the same or any insurance policies in respect thereof.

Not more than 140 (one hundred and forty) persons shall be in the Hall when reception.. The maximum capacity of the Hall is 140 persons for standing only or seated functions.

1. **Alcohol License**

Alcohol is not allowed on the Premises without prior consent of the FMC.

An appropriate charge will be made to each hirer by the Council in respect of the use of the licence.

If a Licensed Bar is required, this must be shown on the Booking Form together with the nominated responsible person.

1. **Health and Safety**

The Hirer shall read the displayed notices on fire precautions and must adhere to any Health and Safety rules and standards in force at the time of the event. All approaches to, and ways from, Exit Doors must be kept free from obstruction. All Emergency Doors to be kept closed at all times except in Emergency use. Fire Precautions: Naked lights are not permitted in any circumstances other than tea lights in a suitable container. Any portable electrical equipment brought into the Hall by users must have evidence of a current PAT certificate. Indoor fireworks, French chalk, smoke machines and bubble machines are prohibited. NB Users are responsible for First Aid provision for their event.

1. **Notices and Decorations etc**

No nails screws drawing pins etc shall be used for any purpose whatsoever without the consent of the FMC and neither shall any notices decorations etc be affixed to the interior or exterior of Pavilion or its curtilage without FMC permission.

1. **Live Music / Discos**

Live music and discos will be allowed only at the discretion of the FMC. At such events 2 stewards, provided by the Hirer, must be designated for every 60 persons in attendance. All music must cease at least 30 minutes before the end of the hiring.

1. **Liability for damage/loss of property/injury**

The FMC shall in no way be liable for any injury to persons or for damage/loss of property belonging to the Hirers or other persons using Palatine Pavilion and/or the Grounds whether occasioned on or off the Premises.

The Hirer shall be responsible for any articles placed in the Premises and shall indemnify the FMC against any claims arising from the loss of or damage to any articles deposited therein during the hire of the Hall.

1. **Palatine Pavilion Unfit for Use**

All Bookings are accepted on the basis that the Hall will continue to be in a physical state suitable to accommodate the Hirer's function. FMC shall be under no liability whatsoever in respect of the unavailability of the Premises due to fire, flood, damage or destruction, or any other reason beyond the control of the FMC.

1. **Duty to tidy after use**

The Hirer is responsible for leaving all areas of Palatine pavilion in a clean and tidy condition. In particular, the bar, halls, foyer and toilets will be checked at the end of the booking. The hirer is also to remove all rubbish including bottles, cans and food waste from the premises immediately after use of the facilities and only by prior arrangement can this work be done on the next day. Failure to adhere to this condition will result in cost being added, at the discretion of the FMC, to cover its costs in this respect.

1. **Damage to Palatine Park buildings and the Grounds**

The Hirer shall be responsible for any damage to Palatine Pavilion and the Grounds and any structures and equipment thereon occasioned during the hiring period. The cost of making good all damages shall be borne by the Hirer and in the event of the Hirer not making good such damage the FMC shall use the bond as necessary and if any more is needed the Hirer will reimburse the FMC as necessary. The hirer is equally responsible for the actions of any contractors employed (bar staff; entertainers)

1. **FMC right to refuse/cancel bookings**

The FMC reserves the right to refuse an application for hiring, and to cancel any existing bookings, should they deem this necessary.

1. **Insurance**

Other than for private parties, the Hirer will effect and maintain a policy of insurance in respect of the legal liability of the Hirer and all their lawful visitors for all claims arising from the use of Palatine pavilion and/or the Grounds so as fully to satisfy all claims for which the Hirer or other persons as stated above may be liable as a result of the use of Palatine pavilion and/or the Grounds and on demand to produce evidence of such policy to the FMC .

1. **Indemnity**

The Hirer hereby indemnifies the FMC at all times against all costs, claims, expenses, demands, charges or legal liability of any description arising out of, or in connection with, the hiring of Palatine pavilion and/or the Grounds.

I/We agree to be bound by the above regulations

Signed: .................................................... Dated: ....................................................

For: ..................................................... (Organisation)