

**BIRCHALL MEMORIAL INSTITUTE
BOOKING FORM FOR OCCASIONAL USE/SPECIAL EVENT**

Name (and organisation, if applicable).....

Address.....

Telephone No. Day.....Evening.....Mobile.....

Date of Event.....Type of Event.....

Start time of the event.....

Numbers anticipated to attend.....

Name of Club member associated with the booking.....

Conditions:

If the Lounge Bar is to be the venue for an event during normal club opening time it should be noted that club members always have a right to access and use of the bar.

If the event includes persons under 16 years of age, please note they are not allowed in the Lounge Bar or the Long Room Bar areas at any time after 9pm. They are however allowed to be seated in the area to the right of the Lounge Bar, known as the Skittle Alley.

All under 16 years of age, when on the premises must be supervised by an adult.

The named hirer is responsible for the conduct of those attending and should ensure that all their guests abide by Club rules as outlined on this form or as advised during the event. It is important that guests are requested to leave the premises and the car park in a quiet manner to avoid disturbing local residents.

SMOKING IS NOT PERMITTED AT ANY TIME IN THE CLUB PREMISES

The Steward has the right to veto any booking of an event and if there is a request for an appeal the Management Committee will be the final arbiter.

THE HIRING FEE WILL BE £..... (cheques made payable to Birchall Memorial Institute (BMI), please)

No event may continue after the designated closing time of the club on the day of the event unless otherwise authorised by the Management Committee.

I/We have read and understood the conditions of hire and agree to abide by them

SIGNATURE OF HIRERDATE

No receipt will be sent unless specifically requested. Thank You.