

# Chilcompton Sports

**Premises address:** Club House, Bennells, Wells Rd, Chilcompton, Radstock BA3 4EY

**Contact:** Timothy Curtis

**Telephone Number:** 07703 616965

**Email:** tim.curtis.stwilfrids@btinternet.com

## CONDITIONS FOR USE OF PREMISES AS FUNCTION ROOM

Chilcompton Sports agrees to permit you to use the premises above for the purposes described within the booking form in accordance with the Premises Licence and with the following conditions:

1. **START TIME:** Chilcompton Sport operates as a Sports Club, where providing sporting facility and entertainment for the community alongside generating income for the Charity are its principal objectives. Therefore, with seasonal time variance of the conclusion of sporting matches played at the club and the expectation that there will be televised national and international sporting events broadcast within the club throughout the year, it can be expected the club room will be used for its primary aforementioned objectives and continue trading until the agreed, proposed function commencement time. Any setting up of the event or rearrangement of the bar furniture will have to accommodate these aforesaid provisions, such as the broadcasting of sporting events, until the agreed function commencement time is reached.
2. **FINISH TIME:** In accordance with the premises licence, the club will cease serving alcohol at **23:30hrs** with last orders being called at **23:20hrs**. The function will be considered concluded 30 minutes after the bar closes – i.e 24.00hrs. We ask that you respect the requirement of our staff to finish their shifts in good time by concluding the clear up of your belongings promptly. By arrangement only, this can be continued the following morning.
3. **CHARGES:** Any charges we levy are to cover the need for additional bar staff and this will be determined by the number expected at the event. In order to provide adequate service and to ensure smooth running of the event, it is essential that a correct description of the event and the numbers attending are supplied with the application. Chilcompton Sports will accept no responsibility for failure to provide this expected level of service or provision should inadequate information be supplied.
4. **ALCOHOL:** Chilcompton Sports operates a fully functioning bar with resources to provide an adequate and comprehensive selection of alcoholic drinks, including sparkling wine/champagne for toasts. Therefore, no alcohol is to be brought onto the premises. Any special alcohol requirements should be discussed and agreed with the contact, above, at the time of hire.
5. **No** member of the public has permission, at any time, to enter the bar serving area or the kitchen.
6. **DRINK AWARENESS:** In accordance with the Licensing Act of 2003 and abiding by the relevant conditions within our premises licence, the hirer also agrees specifically to the following:
  - 6.1 No one attending the event consumes excessive amounts of alcohol and accepts that bar staff will refuse to serve anyone they consider to be drunk or who behaves in any way that is inappropriate or disrespectful
  - 6.2 Drunk and disorderly behaviour in and around the premises is prohibited
  - 6.3 No illegal drugs are to be brought onto or used in or around the premises
  - 6.4 No person who appears to be under the age of 21 will be served alcohol unless proof of age in an acceptable form is provided when requested.
  - 6.5 It is illegal to purchase alcohol for anyone under the age of 18.
- ANY BREACH OF THE ABOVE WILL RESULT IN THE PERSON/PERSONS BEING ASKED TO LEAVE THE PREMISES.**
7. **Recorded music or the use of live music** is permitted provided it cease immediately at **23:45hrs** in accordance with the relevant condition in our premises licence.
8. **If prepared food** is brought into the event, it is the responsibility of the hirer to remove all food waste from the premises following the event. We do not have the provision for disposing of food waste.
9. **LEAVING ETIQUETTE:** It is the responsibility of the hirer to ensure that all guests leave the premises in a timely, respectful and appropriate manner that does not create any noise disturbance for any of our neighbours.
10. **SMOKING:** No smoking or vaping is permitted in the building or to the front of the premises. There is an allocated smoking zone to the rear of the premises. It is the responsibility of the hirer to ensure that no one smokes by the front door of the premises.
11. **DOORS: All external doors, at all times,** must remain closed, although they will be unlocked and can be used to enter and exit the building at any time during the function.
12. **All equipment, decorations and items associated with the event** must be removed from the club by the end of the function or, by prior arrangement, by midday the following day. The club reserves the right to dispose of any equipment, decorations or items remaining at the club after this time.
13. **ALL FURNITURE must be returned to its original position following any changes to layout.** Please take photos or draw plans beforehand to ensure this is done correctly.
14. **CHILDREN:** For health and safety reasons, children are not permitted to run around inside the club room and must be under the constant supervision of an adult.
15. A first aid box is kept in the kitchen area of the club and all incidents and requirements for aid should be directed to a member of staff behind the bar.

# Chilcompton Sports

Premise address: Club House, Bennells, Wells Rd, Chilcompton, Radstock BA3 4EY

Contact: Timothy Curtis

Telephone Number: 07703 616965

Email: tim.curtis.stwilfrids@btinternet.com

## APPLICATION FOR USE OF ABOVE PREMISES AS FUNCTION ROOM

NAME.....

ADDRESS.....

PHONE.....

EMAIL.....

DATE OF FUNCTION.....

START TIME OF FUNCTION.....

DESCRIPTION OF EVENT.....

PROPOSED NUMBER OF ATTENDEES.....

BRIEF DESCRIPTION OF PROPOSED USE OF THE FUNCTION ROOM AND INCLUDE A DESCRIPTION OF ANY CATERING YOU WILL BE PROVIDING OR EQUIPMENT YOU ANTICIPATE BRINGING:

### CHARGES FOR THE USE OF THE FUNCTION ROOM:

Up to 80 people - £20 per hour

80+ by prior arrangement

Cleaning fee - £20

IT IS IMPORTANT THAT THIS FORM IS COMPLETED WITH REFERENCE TO THE ATTACHED 'CONDITIONS FOR USE OF PREMISES' DOCUMENT. THE SIGNEE WILL BE CONSIDERED THE PERSON RESPONSIBLE FOR ENSURING OBSERVANCE OF THE ATTACHED CONDITIONS.

I, .....(Print name) have read the attached conditions and accept responsibility for the accuracy of the above information and observance of the said conditions.

SIGNED:.....DATE.....

THIS FUNCTION WILL BE CONSIDERED BOOKED ON RECEIPT OF THIS FORM AND THE REQUIRED CHARGES