



**Telephone: 020 8642 3019**  
**DOWNS LAWN TENNIS CLUB:**

**INFORMATION ON HIRING THE CLUB HALL**

The Downs Lawn Tennis Club (DLTC) includes a hall, which is a popular venue for functions of all kinds. The hall is available for hire by members and non-members of DLTC.

If you would like to hire the hall, then please contact the Club on the above number after 6pm on Wednesday and Friday or from 1pm Saturday or Sunday. Current prices below are inclusive of VAT.

	Full rate	Concessionary rates*	
		Members	Children's party **
Refundable Damage Deposit*	£125 to be paid by cheque or cash	£125	£125
Hall hire	Evening hire Friday and Saturday***: £160 (5 hrs)	£110	£30 p/hour

\* If the hall is available and hired at either the full rate/concessionary rate, the deposit is required to secure the date. The deposit will be returned within 30 days after the event.

\*\* Children's Party on Saturday from 5pm and Sunday from 2pm. Generally let for 2 hours.

\*\*\*Hire of the hall for an evening is deemed to be for 5 hours from 6:30 to 11:30pm

**ADDITIONAL HOURS** are charged at £45 per hour.

The booking form covers the conditions of hire, but we would draw your attention to the following

- Bookings are confirmed only with the completion of the booking form and payment of the deposit. (You will be given a copy of the form). **The deposit is non-returnable if you cancel the booking within four weeks of the event.** The damage deposit will be reimbursed within 30 days after the event, any damage incurred will be assessed and costs taken out of this money, anything over and above this will be charged separately
- The total hire charge must be paid at least **six weeks** prior to the date of hire.
- For the avoidance of doubt, **members shall not hire the hall on behalf of non-members to get the concessionary rate.** The hire applies to the hall only and the non-exclusive use of the patio; it does not include the members' bar or other grounds of the club.
- The hall may be hired for up to a maximum of 80 people.
- As we are sited in a residential area, we have to consider our neighbours. The hall cannot therefore be hired for 13-21 year old parties, or events involving very loud music. For this reason, we do not offer bar extensions; the bar closes at 11:00 p.m. and the hall must be vacated by 11:30 p.m.
- Drinks are served at guest prices unless many members are attending the function.

**We hope that you will enjoy the use of our hall and have a happy event.**



**DOWNNS LAWN TENNIS CLUB HALL HIRE BOOKING REQUEST**

Date of Hire:	
How did the Hirer know of the Hall?	
Type of Function:	No. Attending (Max.80):
Time Starting:	Time Ending:
Total Hall Hire Charge:	Payable By (date): <b>6 weeks prior to hire</b>
Name of Hirer:	Tel No:
Address:	

**THIS AGREEMENT SHALL BE MADE ONLY UPON PAYMENT OF THE DEPOSIT**

**I, AS THE PERSON RESPONSIBLE FOR ORGANISING THE FUNCTION, AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS AGREEMENT AND PAY £125 REFUNDABLE DAMAGE DEPOSIT HEREWITH.**

Signature of Hirer:		Date:
<b>Application to be reviewed &amp; accepted by:</b> <b>Hall Hire Manager or Chairman</b> <b>Not confirmed until signed by above</b>	Signature:	
	Print Name:	
<b>Official Use Only</b>		
Deposit Received:	£	Date:
Hire Fee Received:	£	Date:
Accepted:	<b>YES</b>	<b>NO</b>
<b>Deposit Returned £125:</b>	Date:	

**N.B. A COPY OF THIS AGREEMENT IS TO BE GIVEN TO THE HIRER AND THE ORIGINAL COPY TO BE KEPT BY THE CLUB**

*Last updated 16<sup>th</sup> October 2021*



## DLTC - HIRE AGREEMENT

PLEASE COMPLETE AND SIGN THE DECLARATION

*The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.*

SIGNED by or on behalf of the Hirer ..... Date .....

Print Name ..... Group (If applicable).....

SIGNED on behalf of DLTC.....

DATE: .....

Print Name: ..... Job Title: .....

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FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND  
VULNERABLE ADULTS

### CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the event for which the premises have been hired.

SIGNED on behalf of the Hirer ..... Date .....

Print Name: ..... Group (if applicable) .....

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**SPECIAL CONDITIONS – please complete after discussion with Bar  
Manager/Committee.**

**PLEASE RETURN**



## **DLTC - HALL PREMISES TERMS AND CONDITIONS OF HIRE**

1. **BOOKING:** All booking applications must be in writing on the booking request form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. **DEPOSIT: The Hirer will pay a deposit of £125.00 at the time of booking.** This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.
3. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
4. **GROUNDS:** The Hirer will ensure or delegate a responsible adult to ensure their guests or children do not go onto the grassed areas below the patio or go onto any of the tennis courts at any time during the hire. Failure to do this may result in the non-return of your damage deposit.
5. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Should this not be complied with DLTC reserves the right to make an additional charge, which may be deducted from the deposit paid.
6. **CHILD PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring. **The hall will not hired for 13-21 year old parties.**
7. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
8. **FOOD:** The club does not supply food although it may be brought in by the Hirer. **There will be no food preparation or cooking on the premises.**
9. **DRINKS:** The Club will supply drinks at guest prices. Champagne/Sparkling wine for toasting purposes may be ordered via the steward at least 4 weeks before the event and will be charged to your account. Any discovery of alcohol brought onto the premises will be charged corkage at £7.00 per bottle or confiscated.

**PLEASE KEEP**



10. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform DLTC in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the Club premises are not unduly disturbed. The Hirer agrees in any event to terminate all music on the premises at 11.00pm.
11. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
12. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.
13. **DAMAGE:** The Hirer shall indemnify DLTC for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
14. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
15. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by DLTC insurance cover.
16. **CANCELLATION:** If the Hirer wishes to cancel the booking before the date of the event and DLTC is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of The DLTC Committee.
17. Even if the Hirer has a regular booking for the hire of the premises DLTC reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
18. Hiring of the hall IS NOT for the hirer to make a profit. Neither tickets will be sold nor attendees charged for those invited to an event at the DLTC.
19. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired DLTC shall not be liable to the Hirer for any resulting loss or damage whatsoever.
20. **ACCESS:** The Hirer shall always allow any duly authorised officer of DLTC access to the premises or any part thereof during the hiring.
21. **SMOKING:** Smoking is limited to outside on the patio.

**PLEASE KEEP**

**Hirers Special Requests – please note below, if not noted or agreed then these cannot go ahead on the night.**