



Worthing Town Football Club

Palatine Park, Palatine Road, Worthing, West Sussex, BN12 6JN
 Tel: 01903 243449 www.worthingtownfc.com Email: enquiries@worthingtownfc.com

BOOKING FORM

Organisation name (if applicable)			
Contact name and address			
Phone Number			
Email Address			
Invoice name and address (if different from above)			
Activity / Function being held			
Date(s)			
Times Minimum Booking: 1 hour	From:	To:	
Approx. Number of people attending	(Please note that any over-run is chargeable to the next hour)		
Rooms, Facilities and Services required (Please circle requirements as these may incur additional charges)	Main Hall	YES	NO
	Meeting Room	YES	NO
	Changing Rooms	YES	NO
	Bar	YES	NO
	Café / Catering	YES	NO
Please note that private running of the Bar and access to the kitchen facility is <u>not possible</u> at any time due to Palatine Park being a fully licensed premises. You are also <u>not permitted</u> to bring any alcohol on-site for consumption during your event(s).			
For events with live music or discos, please provide details			
Furniture / Equipment Requirements and Special Requests (Room setup charge could apply)			
Employment of a Security / Duty Staff may be required depending on your event type and timings – this will incur an additional charge. Indoor fireworks, French chalk, Smoke machines and Bubble machines are strictly prohibited. Users are responsible for First Aid provision for their event. Any portable electrical equipment brought into the clubhouse by users must have evidence of a current PAT certificate. Normal Hall opening hours: 09.00 am to 10.00pm week days, 09.00am to 11.30pm at weekends			

Any change / cancellation to this booking must be notified to: Club Secretary, Palatine Park, Palatine Road, Worthing, BN12 6JN
 – **Otherwise full charges relating to the booking will be issued.**

FULL BOOKING TERMS AND CONDITIONS OF HIRE OVERLEAF

FOR OFFICE USE

Amount £		Deposit £		Diary / Calendar Updated <input type="checkbox"/>	Invoicing Terms <input type="checkbox"/>
Balance Due £		Due Date	/ / 20		

Worthing Town Football Club

Palatine Park, Palatine Road, Worthing, West Sussex, BN12 6JN
Tel: 01903 243449 www.worthingtownfc.com Email: enquiries@worthingtownfc.com

Full Terms and Conditions of Hiring

1. General Booking Conditions.

All enquiries and applications to hire the premises to be addressed to enquiries at the main club Palatine Park, Palatine Road, Worthing, BN12 6JN / enquiries@worthingtownfc.com / 01903 243449.

2. Deposit & Payment

A deposit of £100 against damage will be taken for one off bookings, returnable within 7 days of hire if no damage sustained. 50% of the hire cost must be paid at time of booking with full payment made one month prior to the event.

3. Cancellation

If the Hirer cancels within one month, all money paid shall be refunded.
If the Hirer cancels with less than one month's notice the 50% deposit will be forfeited.

4. Damage to Premises or Grounds

The Hirer shall be responsible for any damage occurring from their hire to the Premises, Grounds, General Structure or equipment. The cost of making good damage shall be borne by the Hirer. The hirer is also responsible for the actions of any entertainers / DJ bought in to their event.
No posters, sticky tape or drawing pins to be fixed to the walls of the Premises.

5. Smoking

The club operates a strict NO SMOKING policy throughout the building. including the balcony. This includes the use of vape machines.
Smokers are requested not to smoke immediately outside the front doors and to dispose of any cigarette ends responsibly.

6. Use of the Premises

The Hiring shall be strictly to the times as stated on the booking form with any earlier entry for set up by arrangement.
The Hirer shall not permit any activities to take place either on the Premises or in the grounds that may cause nuisance to the neighbours.
Live music and / or disco must be agreed at time of booking. Stewards / Responsible adults will be required per 60 guests for all events for 16th to 25th birthday parties.
The hirer has responsibility for tidying after use and disposal of all rubbish. Failure to do so will result in cost being deducted from the deposit.

7. Health & Safety

The Hirer shall read any displayed notices and abide by the content. Exit and Fire Doors to be kept free from obstruction. Naked lights are not permitted, tea lights in suitable holders taller than the flame only. No indoor fireworks, French chalk, smoke machines or bubble machines to be used.

The Hirer is responsible for First Aid provision if required to their guests / customers.

Covid-19 precautions:

The Hirer shall have access to cleaning materials to enable to the sanitising of touch points during and after their Hire.
A one-way system is in place for the club that may not suit individual Hires. The Hirer to ensure appropriate social distancing on stairwell and in lift.

8. Liability

Worthing Town FC shall in no way be liable for any injury to persons or damage to property belonging to the Hirer or other persons using the premises. The Hirer shall be responsible for any articles placed in the premises and shall indemnify Worthing Town FC against any claims arising during their Hire.

9. Worthing Town FC Right to refuse

The Club reserves the right to refuse an application to hire and to cancel any existing bookings should this be deemed necessary. All bookings are taken on the basis that the premises will be fit for use at time of hire. The Club shall not be responsible or have liability in respect of sudden unavailability due to flood, fire or damage or circumstances beyond their control.

10. Insurance & Indemnity

Worthing Town FC insures the building for their use. The Hirer shall be responsible for their guests / customers and for regular hires should affect their own insurance.
The Hirer shall indemnify Worthing Town FC at all times against claims or legal liability of any description out of or in connection with the hire

I / We agree to be bound by the above Terms and Conditions of hire:

Signed:

Dated:

For: (Organisation)