

Sheppey United FC



APPLICATION FOR CLUBHOUSE HIRE

ALL SECTIONS OF THIS APPLICATION FORM MUST BE COMPLETED.

Name of hirer:	
Organization (if applicable):	
Accommodation and Dates/Time Requested: You must include setting up time and clearing up time in your total time.	
Type of Function:	
Contact details / Address:	
Telephone:	
Mobile number:	
E-mail:	
Total Cost: See overleaf for charges	
Refundable Security Deposit:	£50.00
I confirm that I have read and understood the terms and conditions of hire, and agree to be bound by these (terms and conditions can be found attached)	
Signed	Date:

Applications should be returned as soon as possible to the Clubhouse Manager's email address below:

kerryholl237@gmail.com

PLEASE RETURN ALL FORMS 14DAYS PRIOR TO YOUR PLANNED EVENT

Clubhouse Hire Fees:

(The following fee is based upon a standard evening/afternoon party of 4-5 hours)

1 Booking £70.00 Inc VAT plus

Refundable deposit of £50 as per terms & conditions

We can supply DJ & equipment but please discuss this with the Clubhouse Manager

Block Booking Discount Rates:

6+ Block Bookings £55.00 Inc VAT plus

Refundable deposit of £50 as per terms & conditions

Where 10 or more fixed date bookings are made, these may be eligible for the VAT exempt rate. See appendix for full details.

All applications shall be returned by email, and can also be returned by post to the external post box at the football club.

ALL BOOKINGS MUST BE PAID FOR BEFORE THE FIRST BOOKING TAKES PLACE (SEE TERMS & CONDITIONS OF HIRE). AMOUNT DUE WILL BE PROVIDED WITH YOUR BOOKING CONFIRMATION.

Please return applications to the email address on the first page.

VAT Exemption Rules

As per HM Revenue & Customs ruling 5.4 Lets for a series of sessions. If you let out sports and physical recreation facilities for a series of sessions your supply is exempt (unless you have opted to tax) when you meet all the following conditions:

Step Conditions

- 1. The series consist of 10 or more sessions,*
- 2. Each session is for the same sport or activity*
- 3. Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable,*
- 4. The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied; however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.*
- 5. The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition,*
- 6. The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league,*
- 7. The person to whom the facilities are let has exclusive use of them during the sessions.*

If you wish to take advantage of the VAT exempt rate, your booking must meet all of the above conditions. If you booking qualifies, you will automatically be offered the VAT exempt rate, but please note that VAT exempt bookings cannot be amended or cancelled, so all dates must be firm if you choose to take this up.

Terms & Conditions

Please note:

1. The price of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made.
2. Bookings are secured by payment of a deposit for each let and all bookings are provisional until a deposit is received. Deposits are refundable on satisfactory inspection of cleanliness of the Clubhouse, grounds and contents after the let. At the Clubhouse Manager's discretion, the deposit may be increased for certain events.
3. Full payment for the Hire must be made 28 days before the event or the booking will be cancelled. Short notice bookings less than 28 days before the event will require full payment at the time of booking. Cancellation by the Hirer within 28 days of the event will incur a charge of 50% of the deposit.
4. The period of hire and the area hired is indicated on the booking confirmation. The facility must be vacated and left clean and ready for use by the next hirer at the end of the period.
5. The Hirer is responsible for any damage or loss to the Clubhouse & grounds during the hire period, and for the Clubhouse & grounds being left in a reasonably clean condition ready for the next hirer. If the Clubhouse & grounds are left in an unsatisfactory state, or if there is loss or damage, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.
6. Provided that payment of the hire charge and deposit have been received the clubhouse shall be opened by the Clubhouse Manager.
7. All clubhouse bookings include use of the hall and contents, however all areas must be left clean. Floors to all areas must be swept and tidied after use. Mops and brooms are in the cupboard in the main hall. Toilets and sinks must be left clean and tidy as found.
8. Tables and chairs must not be removed from the Clubhouse for use outside.
9. At the end of the let the main hall tables & chairs must be returned in a clean condition, and chairs in position around tables as found at start of hire.
10. Rubbish must be bagged and placed in the wheelie bin in the car park. Any broken glass must be wrapped before disposal. No liquids to be emptied in the bins.
11. Any equipment used must be returned to its proper storage space after use.
12. Decorations such as balloons and streamers may only be attached by string to door and curtain fixtures. Please do not use pins or adhesive tape on the walls or paintwork.
13. Fireworks. Bringing Fireworks into, or the ignition of Fireworks in the Clubhouse or the ground, is expressly forbidden.
14. No smoking is permitted anywhere within the clubhouse building.
15. No animals, other than guide dogs, are permitted within the clubhouse building.
16. Consumption of Alcohol. The Clubhouse has a licenced bar which will be opened for events as necessary. The sale of alcohol at Clubhouse or recreation ground outside of the control of the licensed bar is strictly forbidden unless a temporary license is obtained with the permission of the Football Club.
17. Please ensure that all lights are switched off, and all doors and windows are securely closed when you leave up the Clubhouse.
18. Please do not park cars in such a way that they block the gated access to the Stevedores car park and Recreation Ground.
19. The Football Club endeavour to provide a Hall that is clean and tidy for all users and at a reasonable price. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Club. Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit, extra charges for cleaning or tidying of the Clubhouse and grounds.
20. The Football Club reserve the right to change these Terms & Conditions at any time at their discretion.
21. We thank you for your co-operation and hope that you enjoy the use of our Clubhouse. If you have, please tell others; if you have not, please tell us.

**** I AGREE TO ABIDE BY THE TERMS AND CONDITIONS AS SET OUT ON THIS BOOKING FORM (Bookings will not be taken unless these conditions are accepted)**

Signature.....Date.....