**Terms for use of Baldwyns Freeholder’s Association and Club**

All applications for use of the club should complete this form and return to the Club Secretary not less than eight weeks before the required date (see condition 2)

 Email address thesecretary.bfa@gmail.com

1. Any member seeking use of Baldwyns Freeholder’s Association and Club, (the club), for the purposes of an event, where they seek to invite guests must have been a fully paid up member themselves for at least 3 years prior to the event.
2. Any member requesting the use of the club must apply at least eight weeks before the event and attend a committee meeting at request of the Committee.
3. A hiring fee of £250 to be paid, which would include 2 bar staff for the night.
4. A deposit of £250 will be required. Any malicious damage or damage caused due to neglect will be billed to the person named on the hire form. The deposit will be banked and returned subject to all the conditions being met and the committee's agreement at the next committee meeting following the event.
5. There shall be no restriction on members attending the club if the event is on a club session. Maximum numbers in club should not exceed 100.
6. Any person organising an event where guests are attending, must provide a guest list to the committee at the time of paying the charge. There will be no criticism if the persons on the list do not attend but if a person is not on the list, he/she will not be allowed entry without being signed in by a member and payment for the usual signing in fee will be required to cover the cost of the guest.
7. The member organising the event will be personally liable for their guests and for ensuring that the club and grounds are left as reasonably clean and tidy as possible.
8. Parent/ carers making a booking for a child’s party held on an afternoon, for a short period of time where the bar is not opened, shall be charged at a reduced cost determined by the committee.
9. All fire exits must be kept clear.
10. The member requesting the function shall be responsible for enforcing the conditions of use and ensure that guests leave the club and driveway in an orderly manner.
11. All function requests need to be applied in person and to attend the next available committee meeting to discuss requirements of the function.
12. Members who contribute to the running of the club and charity events will be entitled to a reduced rate.
13. BFA offer a Hall decorating service, with costs dependent on requirements. Please note that confetti of any kind is not to be used anywhere on BFA property. If early entry to the Club is required in order to set up for an event, a formal request must be made in good time.

  **BFA EVENT BOOKING FORM**

|  |  |
| --- | --- |
| Name of Applicant (PRINT) |  |
| How long a BFA member |  |
| Is the member booking the event for a non member |  |
| Event description |  |
| Date of requested Event |  |
|  Times requested | From: | To: |  |
| Number of attendees | Total : | Members : | Guests |
| Home Address |  |
| Contact Details | Home: | Mobile | Email |
| Specialist Drinks required (outside from the normal stock) |   |
| Hall decorating service required . Cost TBA |  |
| Early access to the Club required for setting up? | Yes/No Time? |

I confirm that I have read and agreed the above conditions of use.

Signed:............................................................................... Date:............................................................

|  |  |  |
| --- | --- | --- |
| FOR CLUB USE ONLY |  |  RECEIVED SIGNATURE |
| Date of Request |  |  |
| Date of Meeting heard |  |  |
| Approved/not approved |  |  |
| Member informed of decision |  |  |
| Deposit received £250 |  |  |
| Payment received £250 |  |  |
| Deposit returned |  |  |