



THE LENCHES  
CLUB & BAR

**THE LENCHES CLUB CIC**  
**APPLICATION FOR PRIVATE BOOKING UNDER RULE 5**  
**Please give 5 week's notice if possible**

Name	
Address	
Phone	
Email	
Nature of function	
Date required	
Times required (from/to)	
Estimated guest numbers	
Public or private	
Special requirements	
Hire of kitchen	
Hire of BBQ	

In particular, I note that a **£100 deposit** may be required to cover any possible damage. This is returnable in the absence of damages or other consequential costs. A **£50 deposit** for hire of the Kitchen or BBQ is returnable if the hire is cleaned and undamaged. Deposits will be paid after the booking has been approved by the Committee, **no less than 7 days before the event** is to take place.

**I wish to book the above facilities subject to the conditions overleaf, which I have read and accept.**

**Signature of Member** ..... **Date** .....

**For Club Use Only**

Booking taken by ..... Date .....

Committee Approved ..... Date .....

Deposit Amount ..... Taken ..... Returned .....

The Lenches Club CIC, Ab Lench Road, Church Lench, WR11 4UQ Tel: 01386 870221

### Private Booking Conditions:

1. The Club requires **five weeks' notice** of a private booking.
2. Bookings may not be made for events advertised, or made available, to the **general public** without consent from the Committee.
3. A **Booking Fee** is not normally payable for use of the Skittle Alley or Function Room, but the Committee reserves the right to set one in exceptional circumstances and this would be decided when the application is considered for approval in their meeting.
4. A **deposit of £100**, against possible damages, is payable **7 days in advance** of the event and may be used to cover any costs. This deposit would normally be refundable in the absence of any damages or costs. In the event that the cost of damage exceeds the deposit, then the member making the booking would be liable for the difference. A cash deposit is preferred and will be stored and returned should no damages take place.
5. **Unacceptable behaviour, or non-payment of costs**, would be dealt with under the Club Rules and may result in disciplinary action.
6. The Committee may appoint a **doorkeeper**, who will police proof of age and identity of attendees, and restrict attendance by non-members not on the attendance list. All, or part, of the **cost** associated with the provision of a doorkeeper would be charged to the member making the booking, at the Committee's discretion, who will be advised of its decision.
7. Bar Staff are required by the Committee to insist on **proof of age and identity**, when they consider it necessary, in order to ensure that there are **no sales of alcohol to or for under-age persons** in accordance with the Club's license.
8. All **drink and food** consumed must be purchased from the Club unless expressly agreed otherwise by the Committee. If there is any evidence of **unauthorised introduction of alcohol** to the Club premises, the bar will be closed immediately and the function terminated.
9. Up to **two members of the Committee**, at its sole discretion, may be designated **on call, or in attendance**, should it be deemed desirable or necessary. The member making the booking will be advised accordingly.
10. The **member making the booking must be present** throughout the function and shall give every assistance, necessary to bar staff and any doorkeeper, to ensure that these conditions are observed.
11. **Bar staffing** will be arranged based on the number of people given on the Booking Application. In the event that there is a significant shortfall of numbers, the **Committee reserves the right to charge** an appropriate amount to cover any excessive staff costs, which have been unnecessarily incurred, **unless adequate notice** has been given of revised numbers.