**East Cheshire Harriers & TAC – Clubhouse Booking Form**

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| Type of Function / Description :- ……………………………………………………………………….. |
|  *Please note, maximum capacity is*Total Number of Attendees :- ……………………… ***limited to 80*** *people attending any*  *function, to comply with Fire Regulations*  |
| Address for Correspondence :- ………………………………………………………………………….………………………………………………………… Telephone :- …………………………………. |
| Contact Name :- ……………………………………… Email :- ………………………………………. |
| Date Required :- ……………………………………… Times :- From …………. .. To ……………… |
| **Conditions of Hire:-**1. The PERIOD OF HIRE entered above, must be sufficient to allow for any preparation of the room required and for ensuring that prior to the end of that period, ALL LITTER is removed from the Clubhouse and placed in the bins provided.
2. Should any acts of Vandalism or Negligence during the period of hire, result in DAMAGE TO THE FACILITIES provided or prevent or interrupt the subsequent use of the facilities, the “Hirer” will meet the cost of rectifying the damage and pay the Club £50 in compensation for the inconvenience caused. Should it prove necessary for the Club to take legal action to recover this cost, the “Hirer” will be responsible for meeting all legal costs incurred.
3. The HIRER will be responsible for SUPERVISING the persons using the facilities during the period of hire and organising the programme of usage.
4. The HIRER is responsible for ensuring the HEALTH & SAFETY of all persons using the facilities during the period of hire and indemnifies East Cheshire Harriers & Tameside Athletic Club and its members, against any claims that may arise as a result of accident or injury to any person using the facilities and / or equipment provided during the period of hire.
5. The only DRINKS to be consumed during the period of hire, will be those sold over the bar by a representative of ECH Club. ***Note: our licence does not allow alcoholic drinks purchased in the Clubhouse to be taken off the premises.***
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| **Scale of Charges:-**1. The cost of hire for the Clubhouse will be £50. This charge includes the use of Toilet facilities in the Clubhouse which are 2 x Female, 1 x Male plus 1 x Disabled.
2. In addition a deposit of £50 will be made by the hirer and will be used to mitigate the cost of any damage to the premises occurring during the period of hire. This deposit will be refunded in full if no damage is caused.
3. A discount of 50% of the hire charge will be given to any member of the ECH Club making a booking.
4. The hirer will be invoiced for the full cost of the hire, including the refundable deposit. Payment must be made by cheque payable to:- East Cheshire Harriers & TAC and sent to the Treasurer at the address stated on the invoice or by BACS at NatWest, account 04015274, sort code 01-02-77.
5. Cheques must be received by the Treasurer at least one week prior to the period of hire.
6. Other fees are negotiable
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**Acceptance**

**I HAVE READ AND ACCEPT the Conditions of Hire and related charges above:-**

Signature ……………………………………………… Printed Name…………………………………..

Date……………………………………………………

Please return this completed Booking Form to: francis1951@btinternet.com or East Cheshire Harriers & Tameside Athletic Club, Clubhouse, Richmond Park Stadium, Richmond Street, Ashton-under-Lyne, Lancashire, OL7 9HG

**Form updated 24th February 2022**