

## Langstone Sailing Club Booking and Conditions of Hire Form

Please complete part A of the booking form and return to the Hon. Secretary by post to Langstone Sailing Club, Langstone Road, Havant, Hampshire PO9 1RD or email to [mail@langstonesc.org.uk](mailto:mail@langstonesc.org.uk)

When the event has been approved by the Committee the form will be returned to you with details of hire costs, as appropriate and emergency contact details.

### Part A

Date of Event:

Type of Event:

Time of Event:        From..... To.....

Name of Club Member/ Organisation Requesting the Booking:

Address:

Email:

Contact Telephone Number:

### Part B. Office Use Only:

Date Submitted:

Fee Applicable:                    Y/N                    Cost:

Date Agreed by Committee:

Cash or Cheques; Payable to Langstone Sailing Club to be returned to the Hon. Secretary, Langstone Sailing Club, Langstone Road, Havant, Hampshire PO9 1RD

Club Official Contact Details in Case of Emergency:

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**P.T.O.**

## **Conditions of Hire of Clubhouse**

**The hirer of the clubhouse shall be responsible for:**

**Ensuring persons using the clubhouse are advised of procedures and exits for emergency evacuation of the premises.**

**Advising on location of all first aid points. N.B. It is the responsibility of the hirer to provide suitably qualified first aiders.**

**Ensuring persons using the Galley are advised of the guidelines and operating procedures.**

**Smoking is not permitted within the building or within 4 metres of any entrances.**

**Fire escape routes must be left clear at all times.**

**There is no damage or alteration to the building, outbuildings or any other property on the site.**

**Notifying the nominated club official at the earliest opportunity, in the event of use of the emergency or first aid equipment.**

**Ensuring the premises is only used for the activity agreed at the point of booking.**

**Ensuring the premises are left in a clean, tidy and functional state, unless arrangements have been agreed with club officials for an independent clean.**

**The Club is reinstated for any damages incurred during the set up, duration and clearing up of the hire period.**

**The premises are vacated at the agreed time of the end of the function.**

**I have read and agree to the Conditions of the Hire of the Clubhouse**

**Name:** .....

**Date:** .....