



Blackhall Bowling Club Application for Clubhouse Hire

Name of applicant	
Home Address	
Telephone Number	
Date of Proposed Function	
Time of function	
Reason for Function	
Expected number of adults	
Expected number of children	
Number of Club members expected to be attending	
Other times when access is required (e.g. setting up and clearing away)	

Please state (i) what Club Facilities are required; (ii) what catering is required or will be provided; who is responsible for providing it, and whether any use of Club equipment will be necessary:

Facilities Required		Catering Arrangements
Club Lounge		
Club Bar		
Kitchen		
Gents Locker Room		
Ladies Locker Room		

All bookings are subject to the terms and conditions relating to the hire of the Clubhouse.

I have read the Conditions set out above and undertake to comply with these in full.

Signed _____

Date: _____

Please return to the Secretary, Blackhall Bowling Club, 21 Keith Row, Edinburgh, EH4 3NL



Terms and conditions relating to the hire of Clubhouse

1. All applications for Clubhouse hire should initially be made through the Secretary, who will then liaise with the Treasurer.
2. For Clubhouse with Bar facilities, the current standard charge is £30 per hour plus VAT with an overall maximum charge of £180. Where numbers attending are such that a second bar person is required an additional charge of £35 plus VAT will be made. Where there are likely to be insufficient Club members attending a special licence currently costing £10 will need to be applied for.
3. For Clubhouse without Bar facilities, the current standard charge is £25 per hour (VAT is not applicable).
4. A 50% deposit is normally required at the time of the booking being accepted. (Cheque payable to Blackhall Bowling Club or by online payment).
5. The applicant will require to be in attendance for the duration of the function and to act as a responsible person in all matters relating to the hire.
6. The applicant should normally demonstrate a link to the Club or its members.
7. The applicant is responsible for the conduct of all guests and for the restoration of the premises to their original state.
8. All alcohol consumed on the Club premises must be purchased from the Club bar. The Club stocks an adequate range of beverages. However, if you have any particular requests (e.g. champagne for a toast), for which there could be an additional charge, this should be arranged in advance with the Club Secretary/Treasurer.
9. The Club is licensed until midnight. There is a 15 minute 'drinking up' time and the premises must then be vacated.
10. The applicant must ensure that guests are specifically requested to leave the Club and the adjacent area quietly so as not to disturb residents.
11. No activities are permitted to take place outside the Clubhouse (i.e. on the Green or its surrounds).
12. The Club will make a charge for any damages or breakages caused by the applicant's party.