

Booking form for the hire of premises known as **Dart Totnes Amateur Rowing Club Steamer** Quay, Totnes. Devon.

Thank you for applying to book the Dart Totnes Amateur Rowing Club (DTARC) for your event. In order for us to do all that we can to help make your event successful, we ask that you complete the attached booking form giving contact details, your event requirements and some information about the event itself.

Before we can confirm your booking, the completed form must be completed in full and returned to the nominated Officer of DTARC not less than 14 days before the event takes place. If we do not receive a completed form at that time we may regretfully and for your safety and the safety of our members have to refuse you and your guests entry into the Club premises.

Please note: this form is by way of application to hire the premises and DTARC may refuse any application for reasons it need not disclose.

Notes

Please read the following notes before completing the form.

- Club premises will be in a clean and tidy condition at the start.
- We will charge an additional £45 for cleaning after an event.
- If you wish, you can choose to clean the venue yourselves.
- If you do not wish us to clean the room, we will **deduct £45.00** from your deposit if we find that it is not cleaned to an acceptable level.
- All cleaning must be completed by 11am the following Day

Hirer's details (Block Capitals please)				
First Name				
Surname				
Title (Please tick)	Mr	Mrs	Miss	Ms
Telephone	Mobile		Landline	
Email*				
Address				

Post code			
On behalf of (Please tick)	Organisation/Charity		Private
Name of organisation			Not applicable
Org/Charity No.			
*Items marked with an asterisk are optional			

Requirements			
Purpose Please describe the event e.g. Party/meeting			
Date(s)			
Day(s)			
Time required	Set up start time	Event Start time	Finish time
Does the hiring organisation have public liability insurance?	Yes	If yes please provide a photocopy of the cover details.	No
Bar	Yes		No
Sale of intoxicating liquor	Yes		No
Cleaning	Yes		No
Use of Kitchen	Yes		No
Will food be served?	Yes		No
Music	Yes		No
Type of music	Live	Recorded	Disco
Estimated Number of people attending			

Food service		
Will you be employing an outside caterer	Yes	No
If yes, please complete the form below.		
Name of catering organisation		
Address of caterer		
Telephone		
Email*		
DTARC does not accept responsibility for food served on the club premises but purchased by the hirer from an outside caterer. This applies whether the food purchased is prepared on or off the premises.		

Conditions of hire	
I/We agree to accept the agreement, Terms & Conditions of Hire of which I have copies	
I/we undertake to provide a full list of persons attending, noting date of birth of persons under the age of 18	
I/we undertake to pay £100 deposit required.	
I/we undertake not to sub-let or assign the hall or any part thereof.	
I/we undertake not to permit any smoking in or on any part of DTARC club premises	
I/we agree that I/we will keep <u>ALL EXITS</u> from the Club unlocked and free from obstruction during the hiring.	
I/We undertake to pay DTARC on demand the sum of £150.00 for the hire and £45 cleaning fee (where cleaning is requested or where the premises are not left in a clean and tidy condition).	
I/we undertake to leave premises in a tidy and undamaged condition	
Dated	
Signed	

Please note

You must not bring alcoholic drink or offer the same as prizes without first getting written permission from DTARC. Failure to comply with this condition could mean your organisation/guests being asked to leave the premises.

All electrical equipment used in conjunction with this application must have been tested and have a current electrical safety certificate. You will not be permitted to use equipment that does not have a current certificate.