Milford Tennis & Squash Club - Foster Taylor Room Booking Form

Member Name: _____

Membership Number: _____

Contact Number: _____

Email Address: _____

Date of Booking: _____

Time of Booking: From _____ to _____

Nature of Event: _____

Expected Number of Attendees: _____(provide list of attendees prior to booking)

Deposit and Payment Information

Room Hire Fee:

☐ £60 (under 4 hours)
☐ £40 p/h (each hour over 4 hours)

Deposit Amount: £100

(A refundable deposit is required to secure the booking. This will be returned after the event, provided no damage or breach of rules has occurred.)

Total Amount Due: £_____

Payment Method:

☐ Bank Transfer
☐ Credit/Debit Card
☐ Cash

(Please note: Full payment and deposit must be made at least 7 days before the event.)

Rules of Good Practice

- **Respect for Club Property:** All members and their guests are expected to treat the club's facilities with care and respect. Any damages caused will be deducted from the deposit or charged to the member if the cost exceeds the deposit.
- **Noise Levels:** Please ensure noise is kept to a reasonable level to avoid disturbing other club members and neighbours.
- **Clean-Up:** The room must be left in a clean and tidy condition. Failure to do so may result in a cleaning fee being deducted from the deposit.

Health and Safety Rules

- **Emergency Exits:** Please familiarise yourself and your guests with the location of emergency exits and ensure they are not obstructed at any time.
- **Record Attendees:** A record of all attendees and their contact details must be kept by the member booking the room.
- **Fire Safety:** No open flames (e.g., candles, BBQs) are allowed inside the room. The use of electrical appliances must be approved by the club management.
- **First Aid:** A first aid kit is available on the premises. Please inform the Club Secretary immediately if an injury occurs. club@milfordtennisandsquash.co.uk

Security Rules

- **Access:** The Foster Taylor Room is for the exclusive use of the member who has booked the room and their guests. Do not allow unauthorised individuals to enter the club premises. Rooms must be secured after use.
- **Supervision:** The booking member is responsible for the conduct of their guests and must ensure that minors are supervised at all times.
- **Key/Access Code:** If provided with a key or access code, it must be returned immediately after the event. Failure to do so may result in a fee.

Waiver of Liability

By signing this form, I acknowledge that I am responsible for ensuring that all Club Rules and regulations are followed during the use of the Foster Taylor Room.

I agree to indemnify and hold Milford Tennis & Squash Club harmless from any claims, damages, or liabilities arising from the use of the room, including personal injury or property damage. I understand that the club is not responsible for any loss or damage to personal belongings.

Member Acknowledgement and Signature

I, the undersigned, confirm that I have read, understood, and agree to abide by the terms and conditions outlined in this booking form. I understand that failure to comply with these rules may result in the forfeiture of my deposit and/or additional charges.

Member Signature: _____

Member Name: _____

Date: _____

For Club Use Only:

Booking Confirmed By: _____

Date: _____

Are Club Members to be notified of their exclusion from the facility during this booking? (Private, paid bookings only):
☐ Yes
☐ No

Has this been requested of the Club Secretary?
☐ Yes
☐ No

Deposit Received: £ _____ on _____ (date)

Room Checked and Approved By: _____ Position: _____

Deposit Returned: £ _____ on _____ (date)

You may post this form to the Social Secretary at Milford Tennis & Squash Club or send by email to: club@milfordtennisandsquash.net FAO Social Secretary.

This form ensures that all relevant information is collected and that members are aware of their general responsibilities when booking the room. It also helps protect the club by clearly outlining rules, health and safety measures, and liability waivers. Full Terms & Conditions of hire are detailed below.

Milford Tennis & Squash Club
Foster Taylor Room
TERMS AND CONDITIONS OF HIRE

Definitions

Hirer:	The 'Hirer' shall be the person signing the declaration on the booking form.
Club:	The 'Club' shall be Milford Tennis & Squash Club, Lucerne Road, Milford, Hampshire SO41 0PL
Premises:	The Premises is the Foster Taylor Room situated at the address of the Club, and all other areas of the Club.
Regular Hirers:	Hirers who book one of the rooms on a regular basis
One Off Hirers:	Hire one or more rooms for a one-off occasion for part of a day or a day.

1. **Hirer Responsibility**

   i. The Hirer will be responsible for all sums due in respect of the booking and for compliance with the Booking Conditions and these Conditions of Hire including a refundable deposit for all one off hirers.
   ii. One off Hirers will be invoiced and pay the full hire payment at the time of booking via BACS transfer. The booking will not be confirmed until such payment is made. The Club reserves the right to apply an additional charge to cover any damage.
   iii. The Hirer accepts responsibility for being in charge of, and present on, the Premises at all times when the public are present and for ensuring that all Conditions of Hire are met.
   iv. The Hirer agrees to abide by licensing and other laws relevant to the hiring.
   v. Regular Hirers will be invoiced on a regular basis and payment should be made by BACS transfer in advance of the booked sessions. The Club reserves the right to apply an additional charge to cover any damage.
   vi. The Hirer will agree the hire dates and times well in advance to ensure the room is available.

2. **Supervision**

   i. The Hirer shall, during the period of the hiring be responsible for; the supervision of the Premises, the fabric and the contents; their care, safety from damage however slight or change of any sort, and;
   ii. Ensuring that all persons in attendance are bona fide participants or invitees and not "gate-crashers", and;
   iii. The supervision of all persons in attendance to ensure proper conduct and that the Conditions of Hire are adhered to, and;

iv. The control of any re-admission to prevent access to the Premises by "gate-crashers" or other unauthorised persons.

3. Use of Premises

i. The Hirer shall not use the Premises for any purpose other than that declared on the Booking Form and shall not sub-hire the Premises.
ii. The Hirer will not allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies.
iii. Catering to be supplied by the Club's caterers. No exclusive kitchen access is available, unless separate written consent is provided.

4. Licensable Activities

i. The Club has a Premises Licence authorising the regulated entertainment and licensable activities (see table) and alcohol from 10:00 to 23:00 Monday to Friday & Sunday and from 10:00 to 00:00 on Saturday and:
ii. Activities requiring a licence not listed in the table are not permitted.
iii. The Club has a licence with the Performing Rights Society for the performance of copyright music.
iv. The Club is in possession of a Phonographic Performance Licence (PPL).

Performance of plays	Performance of dance
Exhibition of films	Making music
Indoor sporting events	Dancing
Performance of live music	Other similar activities
Playing of recorded music	

5. Consumption of Alcohol

i. Last orders must be called by 22:45 and all alcohol sales cease at 23:00 prompt.
ii. No alcohol can be brought into the Club and all alcohol must be purchased from The Club Bar.

6. Gaming, Betting & Lotteries

i. The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

7. Musical Events

i. When musical events are in progress the Hirer shall ensure that exit doors are closed to minimise annoyance to residents nearby.

8. Film Shows

i. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.
ii. Hirers should ensure that they have the appropriate copyright licences for film.

9. Dangerous & Unsuitable Performances

i. Performances involving danger to the public or of a sexually explicit nature shall not be permitted.

10. Animals

i. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, other than for a special event agreed to by the Club. No animals whatsoever are to enter the kitchen at any time.

11. Stiletto Heels

i. No stiletto heels are to be worn on the Premises and the Hirer shall ensure that this is brought to the attention of all attendees.

12. Capacity

i. The Hirer agrees not to exceed the maximum permitted number of people, which is 60:

13. Public Safety Compliance

i. The Hirer will ensure that all means of escape are kept clear of obstructions during the period of hire and that all fire doors are kept closed.
ii. The Club will ensure that the Hirer receives, in advance of the hiring, instruction in the following matters:

- The action to be taken in the event of fire.
- The location and use of fire equipment.
- Means of escape.
- Method of operation of escape doors.
- Location of any fire doors
- The action to be taken in the event of any other emergency

14. Electrical Appliances

i. The Hirer shall ensure that any electrical appliances brought by them to the Premises and used there shall be safe, in good working order, and comply with current regulations.

15. Insurance & Indemnity

i. The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the Premises including the curtilage and the contents of the Premises;
ii. The Hirer shall be liable for volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising from claims, losses, damages and costs made against or incurred by the Club, their employees, as a result of the use of the Premises (including the storage of equipment) by the Hirer, and
iii. The Hirer shall be liable for all claims, losses, damages and costs made against or incurred by the Club, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Premises by the Hirer, and the Hirer shall indemnify and keep indemnified accordingly the Club their employees, volunteers, agents and invitees against such liabilities.
iv. The Club shall take out adequate insurance to insure the liabilities described in Clause 15.iii and may, for non-commercial hirers, at its discretion insure those liabilities. In this case the Club will claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each the Club, their employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy, where a claim has been made.
v. Commercial Hirers shall take out adequate insurance to insure liabilities described in Clause 15. and on demand shall produce the policy and current receipt or other evidence of cover to the Club. Failure to produce such policy and evidence of cover will render the hiring void and enable the Club to rehire the Premises to another hirer.
vi. The Club shall insure against any claims arising out of its **own** negligence.

16. Accidents & Dangerous Occurrences

i. The Hirer must report to the Club, as soon as is practicable; all accidents involving injury to the public, and
ii. Any failure of equipment belonging to the Club or brought in by the Hirer, and
iii. Any break out of fire, however small.

17. Explosives, Flammable Substances & Naked Flames

i. The Hirer shall ensure that; highly flammable substances are not brought into, or used in any part of the Premises, and
ii. Highly flammable substances are not brought into, or used in any part of the Premises, and
iii. No naked lights, e.g. lighted candles and pyrotechnics etc., are used in any part of the Premises, except on a birthday cake, and
iv. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Club committee, and
v. No decorations are to be put up near light fittings or heaters.

18. Smoking

i. Under the Health Act 2006 (The Smoke-free (Premises and Enforcement) Regulations 2006) no smoking or e-cigarettes are permitted in any part of the clubhouse or EDLTCC Premises.

19. Cancellation by the Hirer

i. The Hirer will provide 14 days' notice of cancellation of any booking. If such notice is not provided then the full hire charge will be payable.

20. Cancellation by the Club

i. The Club reserves the right to cancel any hiring by written notice to the Hirer in the event of; the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or
ii. the Club reasonably considering that such hiring will lead to a breach of licensing conditions or other legal or statutory requirements, or where unlawful or unsuitable activities take place at the Premises as a result of the hiring, or
iii. the Club reasonably considering that such hiring will lead to a breach of these Conditions of Hire, or
iv. the Club reasonably considering that the Booking Conditions have been breached, or
v. the Premises becoming unfit for the use intended by the Hirer, or
vi. an emergency requiring the use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters, or
vii. the Premises becoming temporarily unfit or unsafe for public use, or
viii. government advice or closure due a pandemic.
ix. The Hirer shall be entitled to a refund of any amount already paid where the Club cancels the booking under Clause 20, save for Clause 20.ii, 20.iii and 20.iv where the Hirer will receive a 75% refund only, but the Club shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

21. End of Hire Responsibility

i. The Hirer shall ensure at the end of the hiring that; the Premises are ready to be vacated by the time stated on the Booking Form.
ii. The Premises are left in a clean and tidy condition as at the commencement of the hiring.
iii. All furniture and contents replaced in their usual positions.
iv. A note is made of any damage and/or breakages and this is given to the Club at the earliest opportunity.
v. **NOTHING** may be attached to the walls and any materials brought in must be taken away.
vi. All rubbish must be bagged-up (please bring your own black bin bags) and put them in the external bins at the end of the Premises.
vii. Any excess rubbish, which will not fit in the external bins, should be taken away from the Premises.
viii. Rubbish left on site, rooms left untidy or a late departure will incur a penalty of £25 per half hour.
ix. Rubbish left on site will result in an automatic surcharge which will be deducted from the deposit.