



CHESTER ROAD, BURNMOOR, HOUGHTON-LE-SPRING, CO DURHAM DH4 6EX

TEL. 0191 3852749

Application to Hire Hall & Facilities

Name of Hirer + Tel. No.

Type of Function

Date of Function

Starting Time

Proposed Number of Guests

Hire of Hall – **Free** **Disco – (Details Available Upon Request)**

Disco Required - Yes / No Provided by Club? Yes / No

Catering Required - Yes / No Provided by Club? Yes / No

All Refreshments **must** be provided by the club

A maximum of 100 people are allowed in the hall at any time

The hall & club must be vacated by 11.30pm

A booking confirmation deposit (which is refundable or deductible from disco/catering if required) of £40 must be paid with this form to the General Secretary. Any further balance due must then be paid to the General Secretary at least 14 days prior to the function.

Hirers are reminded that they are responsible for their guests and any damages, misbehaviour or misconduct may lead to the immediate cancellation of the function and without return of the deposit paid.

If hirers make their own catering arrangements then any unused food, catering items and rubbish bags must be removed from the premises at the end of the function.