

GUIDELINES FOR HIRING WLTC

- Members of WLTC are able to hire the Club House for private functions. On no account should tickets be advertised or sold to obtain entry. The function should not be for financial gain unless it is held for a registered charity.
- The Hirer must be in attendance throughout the period of hire and will be fully responsible for the function. He/She must ensure that guests keep off the courts and the adjoining grounds and settle any monies owing to the bar or to the club at the end of the function.
- The Hirer will be responsible for setting out the furniture as required, and restoring the clubhouse to its original state after the event.
- A deposit shall be paid at the same time as the hire charge. The deposit will be returned within three working days after the function provided the premises are left in its original state and no damage has been caused. If tidying up is required by club personnel after the event, it will be charged at £10 per person per hour, which will be deducted from the deposit before it is returned. Any damage suffered in excess of the deposit will be payable by the Hirer within three working days.
- A booking form must be submitted to the club secretary for approval
- A maximum of 100 people are allowed in the Club as a whole.
A Maximum of 60 people are allowed in the main club room
A maximum of 40 people are allowed in the Newman Room.
- The hirer must ensure no excessive noise, or annoyance is caused to local residents or members using the Club for other activities.
- The hirer must ensure that the parking bylaws are respected. Parking must be on the Club side of Pine Road
- The Bar shuts at 11.30pm and the Club must be vacated by 12 midnight.
- No stiletto heels allowed on the Newman Room wood floor

- All food must be purchased through the Club. The food required, and the cost for this will be agreed beforehand. Drink must either be purchased at the bar, or alternatively a corkage charge will be made for drink brought into the club (£5/bottle wine, other drink to be agreed).
- No access will be permitted to the kitchen or behind the bar. The common areas of the club such as the toilets may be used on a non-exclusive basis (i.e. other club members may be using these areas during the event)
- A Bar Licence extension can be obtained at an additional cost.
- Any changes to these rules would have to be approved in writing by the OpCo social representative on behalf of the Club
- The function will be held at the sole risk of the Hirer. The Club accepts no responsibility for any loss or damage whatsoever or howsoever caused (except for death or personal injury)

HIRE CHARGES

Main Clubroom and Newman Room

Evening Party approx 6 hours £500 including one member of staff

Deposit £500

Newman Room

£35 per hour

Deposit £250

Committee Room

(for meetings)

£6 per hour

All staff, where required, will be charged at £10 per hour unless specifically included in hire charges above.

BOOKING FORM

Members Name _____

Email Address _____

Phone Numbers Home _____ Mobile _____

Event _____

Approximate Numbers at event _____

Date of Event _____

Time of Event _____

Room required for event _____

Staff required for the event _____

Food required for the event _____