

**Churchill Gardens Residents Association, Churchill Residents Hall,  
Churchill Gardens, London SW1V 3AL  
Tel: 020 7834 5177 - Email: churchillgardensra@gmail.com**

## **RESIDENTS HALL (HALL & ROOM HIRE) AGREEMENT**

To hire the Churchill Gardens Main Hall, Churchill Bar and other Rooms you must complete this form in full, in all cases, and return it to Bar Staff, Club Secretary or via email

**BOOKINGS CANNOT BE MADE WITHOUT THIS FORM OR PRIOR AGREEMENT**

This agreement is made between Churchill Gardens Residents Association (the Hall) and the Hirer detailed below

<b>HIRER DETAILS</b>	
Your Name:	
Company/Organisation Name:	
Address including postcode:	
Contact Number:	
Email:	

<b>FUNCTION DETAILS</b>	
Date of Function/Event:	
Function Room Required:	<input type="checkbox"/> Main Hall <input type="checkbox"/> Small Bar <b>OR</b> <input type="checkbox"/> Both Main Bar <input type="checkbox"/> <input type="checkbox"/> Garden Room <input type="checkbox"/> Committee Room <input type="checkbox"/> Other If Other, please specify:
Room Hire Charge:	The room(s) you have chosen charged at (per hour): £
Number of people attending <i>(Please ask at time of booking for maximum number of people allowed in the Small Bar, Main Hall or Function Rooms)</i>	
Type of Function <i>(please give specific details where required)</i>	<input type="checkbox"/> Children's Party <input type="checkbox"/> 18 <sup>th</sup> /21st Birthday Party <input type="checkbox"/> Other <input type="checkbox"/> Christening <input type="checkbox"/> Community Event <input type="checkbox"/> Club Event <input type="checkbox"/> Corporate <input type="checkbox"/> Musical Rehearsal <input type="checkbox"/> Theatre Rehearsal/Production <input type="checkbox"/> Other

	If <b>Other</b> , please specify:	
Function Start and End Time: <i>(This should include the time you wish to set up and the time you need to clear up after use)</i>	Start Time:	End Time:
<b>THE RESIDENTS HALL &amp; CHURCHILL BAR</b>		
<b>The Main bar and Churchill bar are fully licensed and therefore must follow the same rules as a pub regarding the law and in particular under-age drinking</b>		
<ul style="list-style-type: none"> <li>• Only alcohol bought from the licensed bar(s) can be consumed on the premises.</li> <li>• If the bar staff are unsure of any customer's age, they reserve the right to ask for identification and, if ID is not shown, refuse to serve.</li> <li>• Only water permitted in either plastic bottles or 5 litre containers and fruit juices are permitted. Fizzy drinks must be bought from the licensed bar(s).</li> </ul>		
Bar Required: <i>(A charge will be incurred for extra staff whether you use the Churchill or Main bar. You will be informed at time of booking of the extra cost).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Requirements:		
Kitchen Required: <i>(A £50 fee is payable if the kitchen is required)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>ACCEPTANCE</b>	
<p>By signing this agreement, I understand and have read the Hire Agreement Terms &amp; Conditions (attached) and agree to comply with these fully. I understand that I am fully responsible for the conduct of all persons attending the centre in connection with the above event I have hired it for. I agree to comply with all terms stated there in. I will also take full responsibility for any damage to the Hall/Rooms and/or its property and understand that the Security Deposit will be used against any damages and remedial work resulting from failure to clear up and put things away correctly after the event.</p> <p><b>Your booking will not be processed if this box is not ticked. <input type="checkbox"/></b></p>	
SIGNATURE OF HIRER:	
DATE:	
CLUB SECRETARY OR OTHER AUTHORISED REPRESENTATIVE SIGNATURE:	

£150 Deposit Received:	<input type="checkbox"/> YES <input type="checkbox"/> NO
TOTAL HIRE AMOUNT: (including Kitchen hire if requested)	£
DEPOSIT:	The Hirer agrees to give a refundable deposit of £150 to cover damages/breakages. The deposit will be returned 48 working hours after the event date once the Staff or appropriate person are satisfied that the function room has been returned for good use.

**PLEASE ENSURE you have read and fully understand the attached Hire Agreement Terms & Conditions. You should now return this form along with your payment(s)**

**WE DO NOT ACCEPT CHEQUES**

Payment should be paid via bank transfer

**Bank: HSBC**

**Sort Code: 40-01-13**

**Account Number: 82230364**

**Tel: 020 7834 5177 Email: [churchillgardensra@gmail.com](mailto:churchillgardensra@gmail.com)**

**YOU SHOULD ENSURE THAT FULL AND FINAL PAYMENT IS MADE BEFORE  
THE BOOKING DATE  
YOUR BOOKING WILL BE REFUSED IF YOU HAVE NOT MADE FULL PAYMENT  
(Please see Terms & Conditions)**

**YOU SHOULD ENSURE THAT YOU HAVE REQUESTED SET-UP TIME & CLEAR-UP  
TIMES IN YOUR BOOKING**

**Dated: February 2024**