



## Venue Hire Agreement

Hirer Name			
Address			
Contact Telephone			
Email			
Event Date			
Start Time			
Finish Time			
Event Description: Birthday – Name – Age etc...			
No of Guests			
Bar Required?	YES	NO	Extra Charge
Disco Required?	YES	NO	Extra Charge
Catering Required?	YES	NO	Extra Charge
Bar Staff Required	YES	NO	Extra Charge
Special Requirements:  Live Music etc.			

These are the terms under which permission has been granted for hire. If any of these terms change, Ashby Ivanhoe Football Club reserves the right to withdraw permission and/or cancel the event without notice.

## CONDITIONS OF HIRE

### HIRE FEES

Base hire fee is £50 inc vat for an evening event and £5 per hour for day event. The hire fee covers the Venue Hire ONLY. If an extension to normal licensing hours is required then Ashby Ivanhoe Football Club will apply for the extension to the local Council and an additional fee will be payable. In addition there is a refundable £50 damages deposit required which will be returned to you after the event, provided the premises are left undamaged and clean.

## **PAYMENT TERMS**

Full payment of the agreed Hire Fee and the refundable damages deposit is required to secure the booking and this must be paid at least 14 days in advance of the event. All additional charges (see above) must be paid to Ashby Ivanhoe Football Club at least 7 days prior to the event and are non-refundable.

All payments are to be made by cash or cheque payable to Ashby Ivanhoe Football Club

Failure to pay the due amounts by the dates stated will result in the cancellation of your booking without any refund of sums already paid.

## **CANCELLATION/POSTPONEMENT**

If the Hirer chooses to cancel the event upto 7 days prior to the event, they will receive a 50% refund of the base hire fee and the return of the damages deposit. Within 7 days – NO REFUND.

## **MEMBERSHIP**

Ashby Ivanhoe Football Club offers a membership scheme and is open to Residents within the district. Should you become a member or are already a member of the scheme then you will be entitled to the agreed % discount off the venue Hire fees. Non members are welcome but Ashby Ivanhoe Football Club reserve the right to ask for a list of those attending the venue for the event.

## **RESPONSIBLE SERVING OF ALCOHOL POLICY**

Ashby Ivanhoe Football Club holds a Premise Licenses Certificate from NWLDC for the supply and sale of Alcohol on the premises. Our staff members are instructed not to serve any alcoholic beverages to guests in a state of intoxication.

This venue is a licensed venue and will only allow persons over the age of 18 to consume alcohol and persons wishing to buy alcohol who look under 21 will be asked for ID by our staff.

The hirer is responsible for ensuring there is no under age drinking. If, during the event, the bar staff feel that control has been lost, the event will be shut down and the police called.

## **SECURITY**

The hirer must ensure that all responsible adults are present who will ensure the guests act responsibly. The Football Club is supplying a venue only, and not a security service. If any trouble occurs, or if the bar staff feel that it MAY occur, the hirer is responsible for ensuring the problem is resolved and/or the persons concerned removed from the premises and arrangements made to escort them from the venue.

Ashby Ivanhoe Football Club and its staff and representatives reserve the right to insist on, and ensure by any means necessary that any guest displaying objectionable behaviour is removed from the premises.

All staff present are instructed to immediately cancel the event, close the venue and call the police if they feel that control is lost.

***The Venue has both internal and External CCTV surveillance to ensure safe and proper use of the venue is adhered to.***

### **SOUND LEVELS**

Due to licensing constraints, we must operate within a respectable noise level keeping windows and doors closed whilst loud music, discos are being played. As the hirer it is your responsibility to ensure that this happens.

### **DÉCOR**

Hirers are permitted to erect a reasonable quantity of temporary decorations.

### **INSURANCE**

Ashby Ivanhoe Football Club will take care but no responsibility for damages to or loss of any items left on the grounds or premises area prior to, during or after an event. The hirer is financially responsible for any damage or theft of fixtures and fittings incurred as a result of the event.

### **LIABILITY**

You indemnify Ashby Ivanhoe Football Club (and its employees or representatives) against all claims, demands, losses, damages, costs and expenses arising from your use or hire of the venue and the grounds or any breach of any of these terms or conditions.

### **RESPECT FOR OUR NEIGHBOURS:**

As the venue is adjacent to residential homes you are reminded to vacate the premises in a respectful manner and free from excessive noise and unruly behaviour. You are not permitted to take any bottles or cans outside the gates or grounds of the venue and the CCTV will ensure safe and proper use of the facilities grounds at all times.

Our neighbours are an important part of our Community and excessive noise or disturbance in any capacity will not be tolerated.

Please use the Car Park provided at the Venue and not the grass verges or roadside outside of the venue.

### **GENERAL**

Venue Hire for any event is strictly at the discretion of The Ashby Ivanhoe Football Club Management Team and in particular the Facilities Manager.

Ashby Ivanhoe Football Club is not committed to any agreement until the Venue Hire Agreement has been signed by the Chairman and the Facilities Manager and the hirer and the deposit has been received and cleared (if paid by cheque).

Ashby Ivanhoe Football Club reserves the right to alter the facilities and terms offered here.

Hirers must respect that Ashby Ivanhoe Football Club takes pride in ensuring the venue is used correctly at all times to ensure both safe and respectful use. The Management Team and or representatives reserve the right to be present prior, during and after the event to ensure the venue is being used in the appropriate fashion. Ashby Ivanhoe Football Club may cancel the event if it reasonably considers that the management or control of the event by the hirer is deficient or inadequate and/or the behaviour of the guests or attendees of the event is such that could lead to danger or injury to any person or material damage to any property, including the venue staff.

You must comply, at your own expense, with all applicable laws, regulations, policies and procedures as they relate to the use, occupation, safety and security of the venue and grounds.

You must obtain, at your own expense, all licences, consents or permits that may be required to hold your event. You must provide Ashby Ivanhoe Football Club with copies of these documents.

Ashby Ivanhoe Football Club is a NON-SMOKING venue as dictated by Law. As the hirer you are responsible for ensuring the law is upheld and designated smoking areas are used.

Management Team Approval Granted on (date)		
Chairman	Facilities Manager	Hirer

**NOTE TO THE HIRER: By signing the Venue Hire Agreement you agree that the event is accurately and comprehensively described in this Venue Hire Agreement. You also agree that the venue will not be used by you for any performance or activity that is of an objectionable nature, is in breach of reasonable standards of public decency or is likely to create a nuisance. You agree to and are bound by all the terms and conditions herein.**

Your Facility Manager Liaison is:	
Telephone	

**From:** [ANDY COOPER](#)  
**To:** [DAVE GILL](#); [MICHELLE TERRY](#);  
**Subject:** FW: Licensing Act 2003 - Hearing - Ashby Ivanhoe Football Club  
**Date:** 02 July 2012 08:52:49

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For your info.

Andy

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**From:** BRIAN EVERITT [mailto:brian.everitt151@btinternet.com]  
**Sent:** 01 July 2012 22:22  
**To:** ANDY COOPER  
**Subject:** Licensing Act 2003 - Hearing - Ashby Ivanhoe Football Club

Dear Mr Cooper

Please accept my apologies for this late notice, I have just returned from holiday and could not respond to your letter until today. I intend to attend the meeting and at this stage do not intend to speak, however, as an interested party and objector to the application, I wish to reserve the right to put questions to the responsible authorities or to any other party, subject of course to the consent of the Sub Committee and as provided for under the Procedure.

Brian Everitt

**From:** [ANDY COOPER](#)  
**To:** [MICHELLE TERRY;](#)  
**cc:** [DAVE GILL;](#)  
**Subject:** FW: Licensing Act Ashby Ivanhoe Football Club.  
**Date:** 28 June 2012 10:46:16

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Michelle,

Another apology for the Football Club hearing.

Andy

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**From:** Mandy Pearce [mailto:[mandy\\_62@hotmail.co.uk](mailto:mandy_62@hotmail.co.uk)]  
**Sent:** 24 June 2012 12:37  
**To:** ANDY COOPER  
**Subject:** Licensing Act Ashby Ivanhoe Football Club.

Dear Andy,

Firstly, thank you for the information regarding the above application. Unfortunately, we are unable to attend the meeting and no-one is coming to represent myself or my husband. Having viewed the application in more detail we are still concerned about the proposals especially as the proposed licensee is the owner of a public house and not the club Chairman/Secretary or member of the football club. I am also surprised that a football club is requesting a licence for the sale of alcohol and music every day of the week until 23.00 pm.

Regards

Mandy and Kevin Pearce

**From:** [ANDY COOPER](#)  
**To:** [DAVE GILL](#); [MICHELLE TERRY](#);  
**Subject:** FW: Licensing Application - Ashby Ivanhoe Football Club - 2nd. July, 2012 at 10.30 am.  
**Date:** 02 July 2012 08:54:31

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For your info.

Andy

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**From:** derickwm coulson  
**Sent:** 30 June 2012 12:58  
**To:** ANDY COOPER  
**Subject:** Licensing Application - Ashby Ivanhoe Football Club - 2nd. July, 2012 at 10.30 am.

Dear Mr. Cooper,

Thank you for the additional information that the applicant has now provided.

Since this is additional information, we feel that there should be an opportunity to make further comments to the Licensing Sub-Committee.

The position for local residents now seems significantly worse than at first sight. It appears that there is a potential for a major commercial fund-raising activity by this club. This is far removed from the original unlicensed sporting use of the ground.

After some undefined vetting of prospective hirers, the club will delegate control of behaviour of the guests to the hirer, who may have minimal ,or, no experience of proper supervision of an event. By their very nature, such parties tend to be very boisterous, even if they do not get out of control. This is fine, in a location where activities do not disturb third parties.

This is **NOT** such a location. Across the road from the ground lies a large residential estate, where the immediate residents have enjoyed a peaceful rural view for many years and apart from illegal parking on the Council verge and some congestion of the exit road from the estate, have not been unduly disturbed by the **occasional** sporting activities on the field. Also, there will inevitably be an increase in late night traffic along the narrow and congested roads of the estate. Some drivers are quite likely to be drink-impaired.

Should an event get out of hand, it will be of little consolation to nearby residents that future hiring is denied to the hirer. I feel that there is little else that the club can, or, even will do, to punish the miscreants and compensate those disturbed.

The proposed activities represent a major change of use of this urban sports field, with the potential for enormous upset for the whole of this peaceful area.

We submit that the location is entirely inappropriate for such a venture and strongly urge the Planning Sub-Committee to reject the application.

Will you please pass our comments to the Sub-Committee.

Yours sincerely,

D.W.M. Coulson and Mrs. M.M. Coulson