



**CHORLEYWOOD LAWN TENNIS CLUB**  
**THE WALLED GARDEN**  
**CHORLEYWOOD HOUSE**  
**CHORLEYWOOD, HERTS**  
**WD3 5SJ**  
**Tel: 01923 284199**

### REQUISITION FOR HIRE OF CLUBHOUSE

NAME OF HIRER (must be a member) .....

Address:..... Tel No .....

Date of Function ..... Type of Function .....

Hire Charge £ 250.00 Time: commencing from: ..... to: .....

Number of people to be invited ..... (not to exceed 80)

Will there be dancing? ..... YES / NO. (Delete inapplicable answer)

What type of food will be served? ..... BUFFET/ SIT DOWN MEAL .

Will kitchen facilities be required? ..... YES / NO

**Please be aware that the following Club Rules apply to the HIRE of the Clubhouse.**

1. The clubhouse may only be used 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 charity.
2. The Hirer must be in attendance throughout the period of hire and be held fully responsible for the function. He/She must ensure that guests keep off both the courts and the adjoining grounds and settle any monies owing to the bar or to the club.
3. A deposit of £250.00 is required by way of a separate cheque to be paid at the same time as the Hire Charge. Both cheques are to be made payable to *Chorleywood LTC*. The deposit cheque will be returned within three days after your function provided the premises are left in a satisfactory state and no damage has been caused. Any damage suffered above the deposit amount will be claimed from the Hirer.
4. Smoking is not permitted in the clubhouse and no dogs are allowed within the club grounds.
5. The function must terminate by 1.00am and the clubhouse returned to a clean and tidy condition by 9.00am of the following morning. All rubbish bags must be removed from the club's premises after the function.
6. The bar facilities can be made available with the agreement of the Bar Secretary. If alcohol is to be consumed it **must** be purchased from the Tennis Club Bar. This facility will not be available for parties aimed at people under 21 years of age. Only authorised Bar Stewards are allowed to serve behind the bar. The £250 hire charge includes the payment for two such bar people. If for some reason bar staff are not required, and this is agreed as appropriate, the hire charge will be £150. The club's licensing permits the bar to remain open until 11.00 pm. (1am for Friday and Saturday hires) No extension will be allowed and no alcoholic drinks are allowed to be brought into the clubhouse.
7. Dancing should only be done on the wooden dance floor and not on the carpet.

**I have read and agree to the above Rules relating to the Hire of the Clubhouse and attach two cheques as required.**

**Return the completed form and cheques to the Club Administrator, Nicky Edwards, at the club.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_