



Dulwich Constitutional Club, 33 East Dulwich Grove, East Dulwich, London SE22 8PW  
T. 020 8693 1949 | E. info@dclublondon.co.uk

## Booking form MULTIPLE/REGULAR EVENT

Please print (other than signature)

**Note:** a new booking form will need to be filled out every three months for multiple/regular events.

**Date of booking:** \_\_\_\_\_ **Day of event:** \_\_\_\_\_ **Time of event:** From \_\_\_\_\_ To \_\_\_\_\_

**Full name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Postcode** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of event:** \_\_\_\_\_ **Number attending:** \_\_\_\_\_

(must not exceed **100** in hall, **60** in lounge, **160** in both)

**Areas required:** Hall  Lounge  Kitchen  Other  (tick as applicable)

**Extra requirements:** \_\_\_\_\_

(ie. wine, champagne, chairs, tables, delivery dates etc)

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**CATERER** DC Club  Own  Outside company  (tick as applicable)

**Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Postcode** \_\_\_\_\_ **Home tel.:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Public Liability Ins.:** \_\_\_\_\_

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**MUSIC** Disco  Entertainer  Band  (tick as applicable)

**Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Postcode** \_\_\_\_\_ **Home tel.:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Public Liability Ins.:** \_\_\_\_\_



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## Conditions of hire for MULTIPLE/REGULAR EVENT

- 1. Smoking:** Please be advised that it is prohibited to smoke on these premises except in open external areas.
- 2. Damage:** The hirer will accept full responsibility for those attending the event and will pay for any damage done while they are on the premises.
- 3. Attendees:** A list of those attending the event (adults and/or children) for which the premises have been hires must be made available on the day of the event by the hirer in order to meet with legal and insurance requirements.
- 4. Music:** All music must cease no later than 23:30 hours and the hirer should ensure that all those attending the event vacate the premises in a quiet and orderly manner within half an hour after 23:30.
- 5. Fire doors:** All hall fire doors must be kept shut during the event and kept clear at all times.
- 6. Responsible person:** The hirer must provide the name and address of a person who will be in attendance and who will have knowledge of all those attending the event; be aware of the alarm signal, all fire call points and exits from the hired area; and in case of fire be able to evacuate all such persons to the assembly area.
- 7. Public Liability Insurance:** The person hiring the premises must have this insurance and provide a certificate to this effect.
- 8. Cancellation charges:** As stipulated by the Secretary.
- 9. Disclaimer for personal injury, loss or damage to property:** The Club accepts no responsibility for injury, loss or damage to persons or property however sustained on the Club premises.