



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

## Booking form SINGLE EVENT

Please print (other than signature)

Date of booking: \_\_\_\_\_ Date of event: \_\_\_\_\_

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)

Hours/occupation: \_\_\_\_\_  
(ie. 11:00 to 24:00)

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 SINGLE 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.