

LAUND HILL COMMUNITY CLUB

KITCHEN DEPOSIT AGREEMENT

To be completed by all hirers using a non-approved caterer — read with the Upstairs Kitchen Usage Policy

1. BOOKING DETAILS

Hirer name: _____

Organisation (if applicable): _____

Contact telephone: _____

Contact email: _____

Event date: _____

Event type: _____

Event time: From To _____

Expected number of attendees: _____

2. DEPOSIT TERMS

- 2.1 A refundable deposit of £250.00 is required for all bookings where a non-approved Club caterer is used.
- 2.2 The deposit must be paid on confirmation of the booking and in any event no later than 14 days before the event date.
- 2.3 The Club accepts payment by bank transfer, credit or debit card, or cash.
- 2.4 The deposit will be held until after the event and refunded within 7 working days following inspection of the premises, provided that:
- no damage has occurred to the facility, equipment or property;
 - all areas used have been properly cleaned;
 - no additional cleaning services were required;
 - all terms of the Upstairs Kitchen Usage Policy have been complied with;
 - all rubbish has been properly disposed of; and
 - the facility was vacated at the agreed time.
- 2.5 Any costs incurred as a result of damage, additional cleaning, or breach of the Upstairs Kitchen Usage Policy will be deducted from the deposit.

- 2.6 Where such costs exceed the deposit, the hirer will be invoiced for the balance and payment will be due within 14 days of the invoice date.

3. APPROVED CATERERS

- 3.1 The £250 deposit is waived where the hirer uses one of the Club's approved caterers.
- 3.2 A current list of approved caterers is available from the Club's General Manager or on the Club's website.

4. AGREEMENT

I, the undersigned, confirm that I have read, understood and agree to the deposit terms set out above and to the terms of the Upstairs Kitchen Usage Policy. I acknowledge that failure to comply with those terms may result in forfeiture of all or part of the deposit and, where costs exceed the deposit, in an invoice for the balance.

Hirer

Signature: _____ Date: _____

Print name: _____

For and on behalf of Laund Hill Community Club

Signature: _____ Date: _____

Print name: _____

Position: _____

5. OFFICE USE ONLY

Deposit received:	_____	Date received:	_____
Receipt number:	_____	Inspected by:	_____
Payment method:	☐ Card ☐ Bank transfer ☐ Cash		
Inspection date:	_____	Refund processed:	_____
Deposit returned:	☐ Full (£250.00) ☐ Partial (£ _____) ☐ No refund		
Reason for deduction:	_____		
Processed by:	_____		

