

Skipton District Lodge at the Three Links Club

ROOM HIRE TERMS AND CONDITIONS

Hire Fees

Duration	Fee	Members & Regular Users * discounted
1 hour	£35	£32
2 hours	£50	£45
3 hours	£60	£54
4 hours	£75	£68
4 – 6 hours	£95	£86
Over 6 hours	£125	£113

* **Regular Users** are those individuals or organisations that make six or more bookings in a calendar year.

The Lodge hires out two rooms separately, a Function room and a Lounge with bar.

Meetings in the Lounge Area – less than 2 hours duration

If the booking is made when the bar is open members must sign their visitors in and visitors must make a £2 donation. If a booking in the lounge is made when the bar is closed then the above fees apply.

For Bookings outside these parameters fees can be arranged at the discretion of the Secretary.

Please note:

When hiring the Function Room on a weekly basis, there may be an occasion when the Skipton District Lodge requires the facility, the Secretary will aim to provide as much notice as possible and only exercise the owner's right to their facility, when all other avenues have been exhausted.

Other costs:

Bar required (outside of normal opening times)	£15 per hour
Care-taking charge (setting up/putting away tables, chairs)	£10 per session
Music tariff (Background music e.g. exercise classes)	£1.50 per session
Music tariff (Karaoke / DJ / Live Performance etc.)	£10 per event
Laundrying (e.g. tablecloths)	£8.50 per tablecloth
Corkage **	£6 per bottle
Cleaning – as note below ***	£30

** For certain events e.g. wine tasting the corkage fee may be waived by arrangement.

*** For hirers providing their own catering a cleaning fee of £30 will be added to their invoice, which is refundable, providing that the room is left in the condition it was found in.

****For hirers using the kitchen to prepare and cook their own food, there is a fee of £30.

Catering: The Skipton District Lodge is able to provide the catering if desired and sample menus are available upon request. The food offered on our sample menus may contain allergens. If you have any concerns please speak to a member of staff before placing your order.

- No unauthorised food/beverages/drinks/alcohol are permitted on the premises.
- Under 25 Policy: Please be prepared to show proof of age when buying alcohol from the Bar.

Terms and conditions of Hire / Use

The Hirer/User is entirely responsible for any cost incurred to rectify damage to fixtures and fittings.

The Skipton District Lodge, or the Three Links Club is not responsible for theft, damage or loss of personal property on their premises.

The facilities/kitchen must be left clean and tidy, should additional cleaning occur as a result of the hire/use; the Hirer/User would be liable for cost.

All food must be removed from the kitchen at the end of the Hire/Use period; the cooker, extractor fan and water-boiler turned off; the cutlery and crockery washed and put away.

55 is the maximum number of people for the function room.

Weekly/Monthly Hire — payment by arrangement with the Secretary

One-off Hire — £20 deposit payable – nonrefundable if cancelled.

Cancellations:

Weekly/Monthly bookings a minimum of 2 weeks/1 month notice is required; otherwise the full fee would be charged.

One-off bookings, the Hire fee is nonrefundable.

Please Note:

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Payment:

All cheques made payable to “Skipton District Lodge”

Bank details are available for Online payment, please ask the Secretary.

Skipton District Lodge

Oddfellows Hall, 26 Rectory Lane, Skipton, North Yorkshire, BD23 1ER

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