

**GUERNSEY AERO CLUB LBG**  
**TERMS AND CONDITIONS OF HIRE**  
**For Members wishing to hire the Club for Private functions**  
**Effective 1 April 2026**

1. Guernsey Aero Club Committee reserves the right to exercise its discretion to refuse requests for hire and/or admission to the Club facilities to any person or persons.
2. Any Member hiring the first floor Clubroom of the Club premises must be a Full, Social or Life Member of the Club over the age of 18, and must be present for the duration of the hire. In the case of a Social Member hire, a Full Member must be in attendance throughout. It is a condition of hire that as it is a Members Club, Guernsey Aero Club Members are entitled to use the facilities at all times.
3. The Hiring Member must be present and is responsible for the effective supervision of the arrangements and activities during the period of hire so as to ensure that no nuisance or annoyance arises. The Member responsible must ensure that those persons attending the event/function conduct themselves in an orderly manner and have due respect for the building, its fittings, the car park, others who may be using the facilities at that time, and also the neighbours. The Committee also reserves the right to ban any person from the building and the property if their behaviour is considered to be unacceptable. There will be no overnight car parking except for Full Members. The Guernsey Aero Club Rules will apply.
4. The Hiring Member is responsible for setting up their own event/function, unless arrangements have been made in advance with the Club Manager for any assistance required. Furniture, tables & chairs etc. must be returned to their original position and layout as found prior to hiring the Club. At the end of the Hire period and before leaving the premises to ensure all equipment used is safely turned off, windows are closed and all doors are locked.
5. The kitchen area must be left clean and tidy. All crockery, utensils, etc. are to be put back as found.
6. The Hiring Member agrees to defray the cost of making good any damage caused to the building or to its equipment, appliances, utensils or crockery arising in connection with the hire of the Club. Losses, breakages or damage should be reported to the Club Manager without delay.
7. The cost of hire will be agreed prior to the event and covers the use of the Club and running costs. As a guide: For a full day £120.00. For a half day (a period not exceeding five hours) £60.00. In addition, the cost of teas, coffees & biscuits and any catering requested, plus cost of bar person(s) is to be agreed in advance. The Club Manager will set up the 85" TV if it is to be used. None of the equipment or IT hardware should be interfered with.
8. The Club will endeavour to provide volunteers to cover bar duties where possible, however this is not guaranteed. A minimum of two volunteers will be needed for up to 60 guests, three volunteers will be needed for numbers over 60. A donation fee of £30 per bar volunteer will be payable to the Club. Where bar volunteers are provided the bar will close at 11pm unless otherwise agreed with the volunteers.

9. The Hirer will be encouraged to purchase all drinks from the bar, in accordance with Guernsey Licensing laws, and these will be charged at normal Club prices. If the Hirer wants to bring their own wines or champagne, a £10.00 corkage per bottle will be charged.
10. The sale of alcohol to under 18's is strictly forbidden. If there is any doubt, proof of identity must be shown.
11. All non-members attending a function must be signed in, in the book near the door in the first floor Clubroom.
12. In accordance with current legislation; 'Smoking (Prohibition in Public Places and Workplaces) (Guernsey) Law 2005', smoking or vaping is not permitted in or on any part of the Guernsey Aero Club premises.
13. Any accident or injury sustained on the premises must be reported to the Club Manager immediately.

**THE HIRER**

I agree to the terms and conditions above.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Members Name: \_\_\_\_\_

Members Tel No: \_\_\_\_\_

**ON BEHALF OF GUERNSEY AERO CLUB LBG**

Signed: \_\_\_\_\_

Cost of hire agreed: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

**NOTES/SPECIAL REQUIREMENTS:**

Date of Hire.....

Function End Time: .....

Function Start time: .....

Number of Bar Staff Needed: .....

Number of Guests: .....

Additional Time for Setting Up: Y / N

Bar Volunteer/Contract: .....

ANY OTHER REQUIREMENTS: