

# Club Hire Booking Form

Name of hirer \_\_\_\_\_

Membership number \_\_\_\_\_

Address \_\_\_\_\_

Contact no. \_\_\_\_\_ Mobile \_\_\_\_\_

Date required \_\_\_\_\_ Time from \_\_\_\_\_ until \_\_\_\_\_

Type Of Occasion \_\_\_\_\_

Approx number of people attending \_\_\_\_\_

Are you providing food for your guests? \_\_\_\_\_

Please see enclosed details of our catering service, if using outside caterers please give their details:

Name of caterer \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

Fee for club hire \_\_\_\_\_ (please note this does not include disco, contact numbers are available)

Holding deposit \_\_\_\_\_ Date paid \_\_\_\_\_

Damage deposit \_\_\_\_\_ Date paid \_\_\_\_\_

A full guest list, the damage deposit and the remaining club hire fee must be paid no later than 2 weeks before the function date; Failure to do so may result in cancellation of your function.

Please confirm you have read and accepted our terms and conditions of club hire enclosed.

## Terms and conditions

The club can only be hired by a **member**.

A guest list is completed and returned to the club at least one week before the function.

The Club reserves the right to refuse entry to any guest.

A booking is confirmed once the holding deposit of 50 pounds is paid. The balance is payable 2 weeks prior to the date of the function.

The club hire fee and holding deposit is non-returnable.

The Club reserves the right to cancel the function if all monies are not paid by the due dates.

The damage deposit will be refunded once the club is satisfied that all conditions of the hire have been fulfilled.

All members and guests must abide by the club rules at all times.

The cost of repairing any damage to club premises or property and replacing any breakages will be the responsibility of the hirer named above. If the damage deposit is insufficient to cover such costs the Club will demand any outstanding balance from the hirer.

The hirer will ensure that all rubbish and left over food is collected in black sacks and removed from the club premises. If the club needs to do any additional cleaning then this will be deducted from the holding deposit.

All drinks must be purchased from the bar or on-site vending machines.

If drinks are to be bought in for purposes of a toast etc. then this must be agreed with the club beforehand. A small charge will be made for this.

No persons under the age of eighteen will be allowed to purchase or drink alcoholic drinks on or near the club premises. No person may buy alcoholic beverages for anyone under the age of eighteen. Proof of Age must be produced if requested. No person under the age of eighteen is allowed to stand by the bar unless purchasing non alcoholic drinks or snacks.

Children must be supervised at all times. Children are not allowed to play on the pool tables unless supervised by a responsible adult.

The Hirer will ensure that all guests leave the premises in a quiet and orderly manner to ensure that no noise or nuisance is caused to the club or our neighbour's.

The Club cannot at any time be held responsible for the loss or damage of any property of the hirer or their guests or for any personal injury while on the club premises. Club members and guests park their cars in the club car park at their own risk.

I agree and accept to the above terms and conditions

Hirer name \_\_\_\_\_

Hirer signature \_\_\_\_\_

Date \_\_\_\_\_