

Name of Hirer.....Address.....

Telephone.....Second Telephone.....

Are you a Club member.....

If not, the booking needs to be guaranteed by a member who must attend the club in person to countersign the booking form.

Name of Guarantor.....

Address.....

Telephone.....Second Telephone.....

Type of function (e.g. Birthday Party, Fund Raising Event)

Date of Hire.....

Room required.....

Approx. numbers attending.....

Times required.....to.....

(Fridays/Saturdays bar closes at Midnight. Any extensions to these times must be approved by the Committee and will be charged at £40 per half hour or part thereof.)

18th to 21st birthday parties

A bond of £100 will be required, which is returnable should no damage or extra cleaning be required.

A doorman may be employed by the Club at a cost of £60.

Bond received..... Amount..... Date.....

Doorman cost received..... Amount..... Date.....

Provision of food: Outside catering is no longer allowed. The club has varied buffet and hot food menus available at competitive prices. Please ask for details and how this might reduce your hire costs.

Are you providing entertainment..... Name..... Type

The club reserves the right to refuse certain entertainments.

Total cost of hire..... Deposit (50% of room hire)* received..... **THIS IS NON REFUNDABLE**

The balance of £..... Due by (date).....

*If the room hire has been waived because our catering facilities are being used 50% of the notional room hire charge is still required as a deposit. This will be refunded should the function go ahead.

Please note:

If this booking is cancelled less than a month from its date the full hire cost will be charged.

Booking conditions:

1) Your booking cannot be accepted until this form is returned (MAX 14 DAYS ALLOWED) with the appropriate deposit.

2) No reservations are taken for 18th-21st birthday parties unless agreed by the Committee. 16th/17th parties are not allowed.

3) Guests at all private functions are restricted to the function room unless prior arrangements have been made.

4) Entry to and from the Churchill Suite should be by the side door

5) The room must be cleared by 1.00am or any other time agreed. Any continuation beyond 1.00 am whether agreed or not will be charged at £30 per hour or part thereof.

6) The licensing Act prevents these premises being used by or on behalf of children.

7) The serving of alcohol:

Will not be served to anyone under the age of 18 and Check 21 documentation will be requested by the bar staff. We reserve the right not to serve anyone in certain circumstances.

No excisable liquor is to be brought onto the premises. Should specific drinks be required the Steward should be informed and these will be ordered on your behalf and sold at Club prices

If it is found that excisable liquor has been brought onto the premises without permission an extra charge of £50 will be levied.

Any persons under the age of 18 who are suspected of having consumed alcohol off or on the premises will be barred from the function.

8) Disorder:

In the event of disorder and any illegal activities the Club reserves the right to close the bars and remove persons from the premises.

Any damages by guests at all events will be the responsibility of the hirer/guarantor and full reimbursement will be pursued. The Club reserves the right to levy a minimum charge of £25 to cover costs in the event of the rented facilities being left in a dirty or untidy state.

Drinks/glasses/cans/bottles etc. must not be taken from the premises.

The area of the car park is a residential area and we ask that you respect our neighbours and leave the premises in a quiet and orderly fashion.

I/We have read the above conditions and accept the terms as outlined.

.....Signature of Hirer

Date.....

.....Signature of Guarantor

Date.....