

**APPLICATION FOR ROOM HIRE** (Amended-20/03/2017)



Fee received £ . . . . . date . . . . / . . . . /20 . . .

APPLICANT NAME . . . . . Tel: . . . . .

Address . . . . . Mob: . . . . .

. . . . . Email: . . . . .  
@ . . . . .

**BOOKING DETAILS:**

Date Requested: . . . . . / . . . . . /20 . . . . . Access time . . . . .

Function Time requested Start . . . . . Ends . . . . .

Purpose of Function: . . . . .

Rooms Required (***Delete those not required***): CONCERT ROOM WITH/WITHOUT BAR

FACILITY / KITCHEN / SNOOKER ROOM / MAIN BAR / POOL ROOM .

Number attending: . . . . . ***NOTE- 18<sup>th</sup> Birthday Parties – Parental supervision required – Hirer will be liable for any damage. Plastic glasses will be used at such events in the interests of safety.***

**NO DRINKS MAY BE BROUGHT INTO CLUB TO BE CONSUMED ON THE PREMISES - ANY PERSON FOUND DOING SO WILL BE REQUIRED TO LEAVE. THIS CLUB DOES NOT HAVE A CORKAGE FACILITY, ALL DRINKS MUST BE PURCHASED FROM THE BARS. VISA/DEBIT CARD MACHINE AVAILABLE. ANY SPECIAL WINES ETC, CAN BE ORDERED IN ADVANCE – CONTACT CLUB MANAGER FOR INFORMATION.**

**BOOKING FEE: £150 PAYABLE IN ADVANCE (NOT REFUNDABLE IN THE EVENT OF A CANCELLATION). CHARITY EVENTS (must be for a recognised charity) SPECIAL RATE £25.**

**A BOOKING IS NOT CONFIRMED UNLESS NOTICE IN WRITING IS RECEIVED FROM THE SECRETARY TO THAT EFFECT. THE CLUB RESERVES THE RIGHT TO CANCEL ANY EVENT, SHOULD UNFORSEEN CIRCUMSTANCES ARISE. IN SUCH A CASE, A RETURN OF THE BOOKING FEE WOULD BE CONSIDERED.**

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**OFFICIAL USE:**

Request received date : . . . . . / . . . . . / 20 . . . . . APPROVED/REFUSED date . . . . . / . . . . . /20 . . . . .