



NAME:		DATE REQUIRED:	
ADDRESS:		START TIME:	
		FINISH TIME:	
		NUMBERS ATTENDING:	
		ROOM SETUP:	
PHONE No:		EQUIPMENT REQUIRED:	
FAX:		CATERING REQUIRED:	Yes/No
EMAIL:		SPECIAL BAR REQUIREMENTS:	Yes/No

**CONDITIONS OF HIRE - BOARD ROOM**

1. The hirer will be held responsible for damage to club premises.
2. The hirer shall be responsible for maintaining good order and ensuring that noise levels are kept within reasonable standards.
3. It is a condition of hire that all food and drink consumed is purchased from the club.
4. If you have indicated that catering is required you will be contacted by Slater's Catering.
5. If you have indicated that you wish to pre-order wine or drinks packages or have any special requirements from the bar, you will be contacted by the Bar Steward.
6. The hirer is reminded that denim apparel, tee-shirts or training shoes are not allowed.

<p><b>Room Hire:</b>  Half day - £60  (8.30am-12.30pm or 1pm-5pm)  Full Day - £120  Data Projector (if required) - £50</p>
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<p>THIS FORM, DULY COMPLETED, MUST BE RETURNED ADDRESSED  FOR THE ATTENTION OF THE SECRETARY</p>
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**I CONFIRM ACCEPTANCE OF THE ABOVE CONDITIONS OF HIRE**

**SIGNATURE OF HIRER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

N.B. All bookings are subject to the approval of the management committee, and must be confirmed within 14 days of the original request.