



NAME		FUNCTION DATE	
ADDRESS		START TIME	
		BAR CLOSING TIME	
		NUMBERS ATTENDING	
		ROOM SETUP	
HOME PHONE NO		FUNCTION TYPE	
MOBILE NO		WINE/DRINKS PACKAGE REQUIRED	YES/NO
EMAIL ADDRESS		CATERING REQUIRED	YES/NO

CONDITIONS OF HIRE - FUNCTION ROOM

1. The Function Room is reserved exclusively for the use of the hiring party. It is therefore requested that the privacy of members is respected by party guests not entering other areas of the clubhouse.
2. For evening functions, bar facilities are available until 11pm. If you require a bar extension until midnight, please add an extra £10 to the cost of the room hire, or £25 until 1am.
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 responsible for hiring a band or other entertainment if required.
7. At least two weeks before the function, the hirer shall pay the sum of £150 by way of a deposit for the damage which may be caused to the club premises including the cleaning of carpets while the function room is being hired. Such deposit shall be applied towards the cost of repairing or remedying any damage caused, and any balance shall be refunded to the hirer. If the deposit shall be insufficient to cover the cost of repair or remedying of the damage the hirer shall pay on demand the outstanding costs.
8. The hirer shall be responsible for maintaining good order, and ensuring that noise levels are kept within reasonable standards.
9. The Bar Steward who should be contacted on arrival, will act as agent for the club, and is responsible for ensuring conformity with club rules.
10. The hirer is reminded that denim apparel, tee-shirts or training shoes are not allowed. Fancy dress is by prior arrangement only, as is the booking of entertainment other than a DJ.
11. A non-refundable deposit of the full amount of the room hire must be paid to secure the booking.
12. Room hire for Christenings is restricted to 4 hours.

THIS FORM, DULY COMPLETED, MUST BE RETURNED ADDRESSED FOR THE ATTENTION OF THE SECRETARY

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.

For Office Use Only

Date Booking Form Received

Date Written Confirmation Sent

By

Date and Amount Room Hire Received

Date Damage Deposit Received

Date Copied to Bar, Catering and Golf

Catering required

Initial Contact Made By Slaters

Date Catering Finalised

Numbers

Special Bar Requirements

Date Initial Contact Made By Bar Manager

Date Bar Requirements Finalised

Other Notes