

Baddesley Ensor Social Club Room Hire Booking Sheet

Please note: the room must be for your own personal use.

Please read the attached notes before completing this form

Please do not arrange any caterers, discos, etc. until you receive the letter of confirmation even if the date you want to hire the room is available.

Please complete in block capitals.

Name of Applicant:

Address:

.....

.....

Post Code: email address:

Organisation (if applicable):

Telephone number:

How many will be attending function?

Purpose of function:

Date of function:

Times for which room is required. **(this includes setting up by caterers if the club has to be opened up specially)**.....

If you are booking for the **AFTERNOON**, do you require the bar? Yes/No

I declare that I have received and read a copy of the conditions of hire and I agree to abide by them.

I understand that I will be notified in writing that the function has been approved by the Committee of Baddesley Ensor Social Club.

Signed:

Position in organisation:

**Baddesley Ensor Social Club
Concert Room Conditions of Hire**

Issued to:

On:

Please do not arrange any caterers, discos, etc. until you receive the letter of confirmation even if the date you want to hire the room is available.

Applicants must be aged 18 years or over.

Applications must be on the form provided.

The fee for hire of the room must be paid in full two weeks prior to the hiring and a non returnable £50.00 bond must be paid in cash on acceptance of the booking, within two weeks. **If you intend to cancel your event you must inform us at least two weeks before as you may forfeit your £50.00 bond.**

The £50.00 bond will be returned by cash or cheque after the next committee meeting.

The room must not be sub let or hired for another group or person.

The hours of use which are agreed at the time of booking must be adhered to.

There may only be 180 people in the room.

The room should be treated with care, and any damage to furniture or fittings must be paid for. Litter should be cleared away before departure or at a time agreed with the committee.

Afternoon bookings must leave room as they found it.

The hirer is responsible for the good order of the people attending the function.

No alcohol or drinks shall be brought in from outside without prior permission of the committee.

No underage drinking is allowed. Anyone caught doing so will be politely asked to leave the premises. The same applies to anyone found buying drinks for an underage person.

The hirer shall conform to all regulations by which the club committee are bound at all times.

If hot meals are to be provided there may be an additional charge to the hirer for the use of electricity.

Also please note that the entrance to the club must be kept closed at all times which may mean that you will have to let your guests in. This is for security reasons.