



LEEK WOOTTON SPORTS CLUB



Off Quarry Close ■ Leek Wootton ■ Warwick ■ CV357QJ
☎ 01926 852231

Name: _____

Function / Occasion: _____

Address: _____

Date: _____

Approx. No.: _____

(Max 80 seated / 100 Standing)

Tel: _____

Skittles Night: Estimated Start Time: _____

Email: _____

Min – 25 Estimated End Time: _____

Max – 50

ROOM HIRE TARIFF

HIRER	ROOM HIRE	REFUNDABLE DEPOSIT (For cleaning & Breakages)
Registered Charity	Free	£30
Member	£30	£30
Use of kitchen for producing hot food	£20	

* Please note that you must be a member of the club to hire the lounge, if you are not already a member you must complete a Sports Club membership form and submit it with the additional required payment for your membership.

- Members are reminded that full payment for room hire, plus £30 refundable cash deposit (for cleaning and breakages) must be submitted with this form.
- We also request that you read the terms and conditions of booking carefully before your event.
- Confirmation of your booking will be made in writing by the Booking Secretary.

I have read the terms and conditions of the booking and agree to abide by them as a condition of using the club:

Signed: _____ Date: _____

FOR CLUB USE:

Booking Accepted

Entered on Noticeboard

Confirm To Hirer

Payment Received

Entered In Diary

Signed: _____ Date: _____

FUNCTION ROOM BOOKING FORM – 2017

TERMS & CONDITIONS OF BOOKING

- 1.) ALL MONIES OWING, INCLUDING A DEPOSIT IF APPLICABLE, MUST BE MADE WITH THIS FORM.
- 2.) THE CLUB IS IN REGULAR USE AND THE MANAGEMENT COMMITTEE EXPECT THE PREMISES (INCLUDING THE MAIN CLUB ROOM, KITCHEN AND TOILETS) TO BE LEFT IN A CLEAN CONDITION AFTER A FUNCTION. THE BAR MANAGER OR STAFF ON DUTY WILL OVERSEE THIS ASPECT WITH THE HIRER AND WILL RETURN THE £30 CLEANING AND BREAKAGES DEPOSIT ON INSPECTION OF THE PREMISES.
- 3.) NO BEVERAGES OTHER THAN THOSE SUPPLIED BY THE CLUB MAY BE CONSUMED ON THE PREMISES.
- 4.) THE PERSON NAMES OVERLEAF IS WHOLLY RESPONSIBLE FOR THE BEHAVIOUR OF THE PERSONS ATTENDING THE FUNCTION. YOUNG PEOPLE UNDER THE AGE OF 18 ARE NOT PERMITTED TO PURCHASE OR CONSUME ALCOHOLIC DRINKS ON CLUB PREMISES.
- 5.) THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO CANCEL A BOOKING AND REFUND ANY MONIES PAID AT ANY TIME PRIOR TO THE FUNCTION IF THIS APPEARS NECESSARY.
- 6.) ORDINARY MEMBERS WILL BE ALLOWED TO USE THE PREMISES DURING THE NORMAL OPENING HOURS WHETHER OR NOT A FUNCTION IS IN PROGRESS. MEMBERS WILL BE ASKED TO USE THE CHARLES JACKSON BAR DURING TIMES WHERE THE MAIN LOUNGE IS BEING HIRED. HIRERS SHOULD BE AWARE THAT THE EXCLUSIVE USE OF THE FACILITIES IS NOT POSSIBLE DURING THE NORMAL OPENING HOURS OF THE CLUB.
- 7.) THE CLUB IS RESTRICTED TO THE OPENING HOURS AS STIPULATED BY ITS LICENCE. THE CLUB'S LICENCE RESTRICTS ANY APPLICATION FOR AN EXTENSION TO THE LICENSED OPENING HOURS FOR PRIVATE FUNCTIONS. ALL USERS ARE RESPECTFULLY REQUESTED TO OBSERVE THE LICENCING LAWS.
- 8.) WHEN MUSIC IS PROVIDED FOR A FUNCTION ALL SUCH ENTERTAINMENT SHALL CEASE AT 12.00 MIDNIGHT – THIS IS TO PROVIDE DUE RESPECT TO OUR IMMEDIATE NEIGHBOURS.

IF THE CLUB CAR PARK IS FULL PLEASE ENSURE THAT YOUR GUESTS DO NOT PARK ALONG THE PRIVATE GARAGES WHICH ARE ADJACENT TO THE CLUB SO AS NOT TO RESTRICT ACCESS TO THE IN ANY WAY. THE CAR PARK IN FRONT OF THE VILLAGE HALL IS AVAILABLE FOR YOUR USE, ENTRANCE TO THIS CAR PARK IS ON THE WARWICK ROAD.