

**CONSTITUTIONAL CLUB**  
**BOOKING FORM**  
(PLEASE COMPLETE IN BLOCK CAPITALS)

Reason for  
Functions

Date of Function

Start Time

Finish Time

Number Attending

(DISCO)

Do you require the use of the club DJ Equipment at a cost of £25

YES / NO

Do you require the use of the club Disco Lighting at a cost of £25

YES / NO

(Circle as applicable)

Declaration I/We have read and agreed to abide by the conditions of the Room Hire

Signed

Signed

Date

Date:

Hirers Full Name

Hirers Address:

Hirers Telephone Number (Essential)

email address

Deposit Due        £135

Deposit Repaid

Date Paid

Date Repaid

Received By

Received By

1: Charge There is a charge of £135 for the room hire, and until this is paid the booking will be treated as provisional. There is a rebate on this charge, depending on bar sales, in accordance with the following table. This will be repaid to you after your function provided there is no loss or damage to the Club attributable to your function

HALL HIRE COST. To cover the costs of extra overheads associated with private hire we will rebate the following charges according to amount of money spent of bar during event on a sliding scale.						
£200 spend	=	£40 Rebated		£400 Spend	=	£120 Rebated
£300 Spend	=	£80 Rebated		£500 Spend	=	£135 Rebated

If the organisers cancel the function the hirer will forfeit the deposit for the following timescales involved 1 month = £100 1-2 Months =£50 2-3 Months = £25

You will be expected to leave the room clean and tidy.

## 2: Availability

Access to set up the function is to be arranged with the club manager in advance.

The bar closes in line with our normal opening hours . All guests must depart the premises by 12 midnight with the function room cleared by the hirer by 12:30am. Music is to be stopped by 11:45pm. All guests should be made aware of these conditions of hire to avoid any confusion.

3: The Club reserves the right, without explanation, to refuse any booking, and to refuse admittance to the Club of any guest.

4: All drinks, whether alcoholic or not served on the premises must be purchased from the Club bar. Exemptions to this may be made in special cases and only by permission of the Club Manager. In such cases, a corkage fee will be charged.

5: Hirers may decorate the hall to suit their function but the use of blue tak, nails, sharp materials, sticky tape or any material that will damage the walls is strictly forbidden.

6: We have a zero tolerance drug policy. Anyone caught will be asked to leave the premises, and the police will be informed

7: Any problems experienced during a function should be referred to the Club Manager, if they are not present then to the member of bar staff.

8: The hirer is fully responsible for the behaviour of their guest and any damage that may be caused to the club premises and is liable for any loss, damage, or injury to any person or personal property arising out of negligence during the course of the hire.

9: Guests at any function may use the smoking area in the rear garden. Smoking outside the front of the Club is strictly forbidden.

10: For your own protection you will be shown our Fire Safety Procedure and must acknowledge that you understand what is required.

11: CCTV is in operation in the Club for the safety and protection of the Club and the hirer.