

Your booking of the Club Function Room / Lounge for _____
is confirmed at a fee of £_____ plus Kitchen facility £ _____ TOTAL £_____

TERMS AND CONDITIONS:-

- (1) You are responsible for arranging the layout of the room to suit your requirements. The Complex Steward/General Manager is available should advice and/or assistance be required.
 - (2) You are responsible for maintaining adequate door supervision throughout the whole function.
 - (3) The behaviour of all attending will be your responsibility whilst on the Complex premises, and anyone in breach of social etiquette must be asked by you to leave.
 - (4) Only persons authorised by us are allowed into the Lighting and Equipment Control Room. Please consult the Steward should there be any queries.
 - (5) The Management reserves the right to recover any costs incurred through any wilful act of damage to the facilities during your organisation's function.
 - (6) Should you or your caterers require kitchen facilities, the Management reserves the right to charge a fee and you must ensure that (a) all unused food is removed after your function and (b) the Kitchen and equipment used are left in a clean and tidy condition.
 - (7) Drinks purchased at the Function Room/Lounge bar (alcoholic or soft drinks) are the only drinks allowed to be consumed on the premises.
 - (8) Club and Bar services are under the control of the Club Steward, and his word is final in all aspects of the above conditions.
 - (9) You must ensure all portable electrical and audio equipment is covered by an up-to-date Electrical Safety Inspection Certificate.
 - (10) Entry into other rooms and use of club facilities will not be permitted unless Non-Members payment is made to Doorman or Club Steward.
 - (11) A payment of £_____ is required within 10 days of requesting room hire. Should cancellation take place after this time, no refund shall be made.
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**PLEASE RETURN THIS ACKNOWLEDGEMENT (PLUS PAYMENT) WITHIN
10 DAYS OF RECEIPT OF BOOKING FORM TO CONFIRM ROOM HIRE.**

ACKNOWLEDGEMENT

NAME: _____ **DATE REQUIRED:** _____

On behalf of myself/committee I acknowledge and agree to comply with the conditions of hire.

SIGNATURE: _____ **DATE:** _____

ADDRESS: _____

TELEPHONE CONTACT: _____

TYPE OF FUNCTION: _____

ROOM REQUIRED: MAIN FUNCTION / LOUNGE (Delete room not required)