

Westwood Social Club Booking Form

Lower Westwood, Bradford-on-Avon, Wilts, BA15 2AP
Tel 01225 862187 bookings@westwoodsocialclub.co.uk

Name.....

Address.....

Post Code..... Contact Number.....

Email..... Numbers attending

Hire Date..... Function.....

Hire Times: From To

A. Main Hall; Stage; Kitchen; Enfield Room and Garden

Morning 8am to 1pm £30	Afternoon 1.30pm to 5.30pm £30	Evening 6pm to 11.30pm £55	Additional Per Hour £10 i.e. setting up time	Total
				£

B. Members Room and Kitchen – Out of Bar Opening Hours Only

Morning 8am to 1pm £30	Afternoon 1.30pm to 5.30pm £30	Evening 6pm to 11.30pm £35	Additional Per Hour £10 i.e. setting up time	Total
				£

Additional Charges

Bar Requested : From to

Bar Requested during normal Hours Tuesday – Saturday 7.30pm – 11.30pm for up to 40 attendees		No Charge	£0.00
Bar Requested out of hours or for 40 plus Attendees £15 per hour		£15 per hour	£
Tablecloths : Linen		£2 per table	£
Chair Covers & Sashes		£10 per 20 chairs	£
Cleaner hire after event		£15	£
Total			£
Deposit Paid On Booking 20%		£	
Full payment to be received 7 days prior to booking: Club or BACs Westwood Social Club: Sort code: 30-98- 75 Account 01643638		Balance	

As hirer, I hereby agree to all the terms and conditions of this contract as printed overleaf.

Hirer Signature.....

Club Signature.....

Date.....

Date.....

Westwood Club Normal Opening Hours – Tuesday - Saturday 7.30pm - 11.00pm

Out of normal hours are by agreement *and chargeable* and are to be requested on the booking form

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Conditions Of Hire

This hire is for use of the areas as shown on the booking form a):- main hall, kitchen, Enfield Room; stage and toilet areas; b):- members bar; kitchen and toilet area.

Acceptance

The function is deemed to be accepted upon receipt of a deposit and 2 completed booking forms (1 to be returned to Hirer as proof of acceptance) signed and countersigned by a Club Officials

The Hirer is classified as a member and attendees their guests. The number of the hirers guests admitted to the function room must not exceed 100. The Hirer shall be responsible to ensure these limitations are observed

Charges

Until receipt of a deposit all bookings are provisional and will remain so for 7 days from request, after which the date will become free for rebooking.

If the event is cancelled earlier than 7 days before the event date the deposit (minus £10 administration fee plus any unrecoverable costs) will be refunded. If cancellation is less than 7 days before the event you will forfeit the full deposit up to a maximum of 25% of the full event cost.

Conduct

The Hirer as shown overleaf shall be wholly responsible for the good conduct of all their guests attending the function, both within the Club Premises and the surrounding Club Property.

The Hirer shall be responsible for ensuring that no alcoholic beverages are sold, given or consumed by persons under the age of 18 years.

The Hirer is responsible for maintaining good order of their guests.

The Hirer is responsible for ensuring all children are supervised at all times

The Hirer is responsible that noise levels from guests or entertainment is maintained to a reasonable level

Damages : All damages to the Club Property caused by any attendees to the function, including glass breakage's, etc., shall be paid for by the Hirer directly to the Club Secretary.

Hall Layout: The hall will be laid out with tables and chairs in a standard layout at the beginning of the hire. The Hirer is responsible for restoring the hall to this layout. A plan will be provided.

Sub-Hire: The hire of the Club Facilities is restricted to 'Private Functions'. No tickets may be sold for reward or gain. However, for some use when the bar is not required a small admission charge may be allowed. Any charity event whereby tickets are to be sold must be with the consent of the Club.

Drinks: When the bar is requested it is assumed that all drinks will be purchased from the bar. Any other requirements should be discussed and agreed with the Club.

Bar Cover: The Hirer and their guests will be charged bar prices at the member's rate. For events with 40 plus guests it is necessary for an additional bar person; costs to be covered by the hirer @ £15 per hour as the reasonable club prices do not cover the costs for any additional staff

Function Close: The Hirer is responsible for ensuring that the Premises used by the attendees of the function are left in a clean and orderly state, unless the Club Cleaners have been hired to undertake this task at the time of hire. Failure to adhere to this clause will result in a minimum charge of £15 being levied towards the cleaning. All rubbish is to be removed by the Hirer

The Club retains the right to refuse or cancel a function prior to taking place with just cause or reason where upon any deposit or fees will be refunded in full.