SLEAFORD & DISTRICT LEGIONNAIRES CLUB LTD, 6 SOUTHGATE, SLEAFORD, LINCS, NG34 7RZ

(VAT REGISTRATION NO. 166598548)

CONDITIONS OF HIRE FOR FUNCTION ROOM

THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO DECLINE TO HIRE THE FUNCTION ROOM TO ANY APPLICANT WITHOUT HAVING TO GIVE A REASON

……………………………………………………………………………………………………………………………………………………………………………………..

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS

FULL NAME……………………………………………………………………………………………………………………………………………………………………

ADDRESS……………………………………………………………………………………………………………………………………………………………………….

POST CODE……………… MEMBERSHIP NO (if applicable)………………… Tel:...................................................

EMAIL ADDRESS…………………………………………………………………………………………………………………………………………………………….

DATE OF HIRE DAY…………………………… DATE……………………… MONTH…………………………. YEAR………………………………..

FUNCTION TYPE………………………………………………………….. TIME FROM……………………………… TO……………………………………….

NUMBER OF GUESTS…………………………….

CLUB CATERING REQUIRED YES / NO (If the hirer uses their own caterer they will need to complete a food disclaimer)

CLUB DJ REQUIRED YES / NO TIME FROM…………………. (Charge for club DJ is £30 per hour, paid on the night direct to the DJ)

BAR REQUIRED YES / NO TIME FROM……………………….

CONDITIONS:

Then hirer will be responsible for supplying a guest list at least 48 hours prior to the function. Without a guest list the booking will be null and void and the hirer will lose the room hire fee and deposit. Guest under the age of 25 will be asked to show proof of age in order to be served alcohol.

If the hirer cancels the function less than 28 prior to the function they will forfeit half the hire fee and deposit, if the function is cancelled within 14 days the hirer will forfeit the whole of the hire fee and deposit.

The Sleaford and Legionnaires Club cannot be held responsible for loss, theft or damage to personal property or clothing.

I have read and accepted the CONDITIONS outlined above and agree to abide by them. I will ensure the welfare of my guests. I understand that should any guest under 18 buy or consume alcohol at the function, it will be closed down immediately and charges for lost revenue will be incurred.

NAME OF APPLICANT……………………………………………………………………………………………………………………………………………………

SIGNATURE OF APPLICANT…………………………………………………………………………….. DATE………………………………………………….

OFFICE USE ONLY

 **ROOM HIRE MEMBERS £100 ROOM HIRE NON-MEMBERS £150 CORPORATE HIRE £150 + VAT**

(28 DAYS NOTICE OF CANCELLATION MUST BE GIVEN TO SECURE RETURN OF DEPOSIT)

**CHRISTENINGS: MEMBERS £75 NON MEMBERS £100**

**FUNERALS: £75 FOR ALL**

**£50 REFUNDABLE DEPOSIT REQUIRED FOR ALL FUNCTIONS** (SELF CATERED EVENTS MUST BE CLEARED BY HIRER)

**TOTAL PAYABLE………………………………….**