



THE VICTORY CLUB

Burlington House, Lypiatt Road, Cheltenham, GL50 2SY

Tel: 01242 690351

Email: vc1947@outlook.com

Web: thevictoryclub.org

Club Chairman: Sean Goodman Club Steward: Kate Andrews Club Treasurer: Sara Goodman

APPLICATION FOR ROOM HIRE

Name Member No (if applicable).....

Address.....

Email..... Phone No.....

Event date with start & finish time.....

If re-occurring event, please provide other event dates

Name & Address of the organisation or individual on whose behalf the application is made

.....

Purpose of Hire & Number of Attendees

.....

Room Required:

Ballroom ☐ Dining Room ☐ Skittle Alley ☐ Meeting Room ☐ Kitchen ☐

Catering Arrangements Club Self Catering Contract Catering by:.....

Bar required: Yes/No Band/Disco required Yes/No Band/Disco engaged (details).....

.....

Hours required..... Is access required prior to club opening times?

TO BE COMPLETED BY CLUB STEWARD

Application Approved Yes/No Times of Hire Approved Yes/No

Notes re booking

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Bar Hours..... Extra Staff Requirements.....

Room Charge £..... Extra Charges

.....

Total Payable £.....



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SETTLEMENT OF ACCOUNTS

Settlement of the account must be made on receipt of invoice unless prior arrangement is agreed. If booking is within 30 days of the event, payment to be made at time of booking.

Charges £..... less Deposit £..... Total Due £.....

Received by..... Date.....

TERMS OF HIRE

- Full refund of payments if booking is cancelled before 30 days of the event.
- Cancellation within 30 days of event, there will be no refund.
- The Victory Club reserves the right to cancel any booking if payment is not received.
- Any damages will be the responsibility of the hirer and will be charged.
- No tickets of admission to be sold on or about the Club premises without the prior agreement of the committee.
- The Club must be vacated by the time stated on the hire agreement.
- Catering is by arrangement with the Club Steward.
- The Victory Club does not permit hirers or their guests to bring their own drinks or food into the Club without committee approval and without payment of an appropriate corkage fee.

Maximum capacity for following rooms:

Ballroom	110 persons
Dining Room	60 persons
Skittles Alley	40 persons
Boardroom	25 persons
Chess Room	40 persons
Navy Room	35 persons

The Hirer agrees not to exceed the maximum capacity for the room/rooms booked, failure to comply may result in the cancellation of the event.

I have read and agree to the Terms of Hire (Hirer)

Signature..... Date.....

Club Steward Signature Date.....