



THE VICTORY CLUB

Burlington House, Lypiatt Road, Cheltenham Glos, GL50 2SY
Tel: 01242 690351 E-mail: vc1947@outlook.com

Secretary: A.Puddy **Chairman:** T.Kelly **Treasurer:** S.Groves
Website; thevictoryclub.org

APPLICATION FOR ROOM HIRE

SECTION 1, TO BE COMPLETED BY THE HIRER

Name..... Address.....

Membership No (if applicable).....Telephone No.....Date and time of hire.....

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

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Purpose of Hire.....Number Attending.....

Room Required ;

Ballroom	Dining Room	Skittle Alley	Meeting Room	Kitchen
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Catering Arrangements

Club	Self catering	Contract catering By;.....
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Bar required Y / N Band, Disco required Y / N Band, Disco engaged Y/N if so state which.....

Delete as required

SECTION 2 TO BE COMPLETED BY THE CLUB SECRETARY

Application Approved / Not approved.....Secretary. Times of hire approved.....

The Following Notes Apply.....

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

Charges – Ballroom..... Dining Room.....Skittle Alley.....

Meeting Room..... Cleaning Sticker Bar staff

Beers/ Wine/Spirits.....Corkage.....Sub Total.....Total Payable.....

Section 3 CONFIRMATION OF HIRE

This booking is provisional and should be confirmed in person with the Club Steward by the following Date.....

Failure to confirm on time could result in cancellation of the booking and a fresh application will be required to reinstate.

A NON refundable deposit may / will / will not be required on confirmation of hire

Deposit Paid..... Signed Steward.....

SECTION 4 SETTLEMENT OF ACCOUNT

Settlement of the account should be made on or before the hire date unless prior arrangement to the contract is approved

Total From Section 2.....Less deposit paid.....Total Due.....

Received.....Date.....

SECTION 5 NOTES

- 1 A list of those attending the function will be required 48 hours beforehand so that they can be made temporary members for the evening
- 2 Damage caused will be the responsibility of the hirer and will be charged
- 3 No Tickets of admission to be sold on or about the Club premises without the prior agreement of the committee
- 4 The Club must be vacated by the time stated on the hire agreement
- 5 Catering is by arrangement with the Steward
- 6 The Victory Club does not permit hirers to bring their own drink into the club without the payment of an appropriate corkage