

MAPLE CROSS CLUB – BOOKING FORM

Date of Booking _____

Contact Name _____

Contact Number _____

Date of Function _____

Time of Function _____

Type of Function _____

Number of Guests _____ (Approximate)

	Method (Cash / Card)	Amount Paid
Membership (if Applicable)		
Deposit		
Bar		
Bouncy Castle* £60		
Bar Tab		
	Total	

*If a Bouncy Castle is requested, the Waiver MUST be signed before payment of deposit

Total payment due by (28 days prior to the function date): _____

Notes:

- The Full Deposit MUST be paid on the Date of Booking outlined above
- All remaining monies MUST be paid in full at least 28 Days prior to the Function date
 - If not paid in full by the date required, the deposit will be lost and the booking will be cancelled
- Cancellations must be made at least 28 Days prior to the Function date, if not the deposit will be lost

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TERMS & CONDITIONS OF BOOKING

General Conditions:

- No balloons containing confetti
- No Table confetti
- No Party Cannons
- No Smoke Machines or Sparklers (as they set off fire alarm)
- Fire Doors MUST be closed by 9pm
- DJ / Band / Singers MUST be finished by 11:45pm
- No tape, pins, blu-tac (or equivalent) to be used on the walls as they damage the paintwork
- If decorations are being left, this must be agreed prior with staff and stored in the Medical Room
- Only drinks, including soft drinks, purchased on the premises can be consumed
 - If Patrons bring their own drinks they will be removed

Cleaning up:

- Hall Cleaning: (cleaning equipment to be left in the kitchen area)
 - Floor swept
 - Chairs Stacked (piles of 10 maximum)
 - Tables Stacked
 - All decorations removed
 - All food removed
 - Bins emptied (bags to be left by kitchen door)
- Kitchen area Cleaning:
 - Fridge cleared
 - Counter tops cleaned
 - Cooker hob / top cleaned and any used oven trays washed
- Garden / outside area to be cleared of all rubbish

Payment and Deposit

- The Full Deposit MUST be paid on the Date of Booking
- All remaining monies MUST be paid in full at least 28 Days prior to the Function date
 - If not paid in full by the date required, the deposit will be lost, and the booking will be cancelled
- Cancellations must be made at least 28 Days prior to the Function date if not the deposit will be lost
- The full Deposit will be returned 5 Days after the Function date unless damages have occurred to the club's property or any of the above rules are broken resulting in a cost to the club. In the event of this the club has the right to retain all or some of the deposit.

As the booking contact, I agree to the above Terms & Conditions. Failure to adhere to them may result in the full or partial deposit being retained by Maple Cross Club to cover any related costs.

Signed

Print Name

Date

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TO BE COMPLETED BY STAFF BEFORE THE FUNCTION

Name of Staff Member	
Date	
Has the Function been entered into the Diary	

TO BE COMPLETED AFTER THE FUNCTION

Deposit Refunded	Yes / No
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Name of Contact	Signature of Contact	Date
Name of Staff Member	Signature of Staff Member	Date

If deposit was not refunded, please provide details:

If deposit was not refunded, please provide details:		
To be signed by all staff members on duty at function to agree retention of deposit		
Name of Staff Member	Signature of Staff Member	Date
Name of Staff Member	Signature of Staff Member	Date
Name of Staff Member	Signature of Staff Member	Date
Name of Staff Member	Signature of Staff Member	Date

NOTE: Photos MUST be provided as evidence for withholding the deposit