

St Annes CC

Function Booking Form

Name:

Address:

Town:

Post Code:

Email:

Home Tel:

Mobile:

Nature of Function:

Date of Function:

Time of Function:

Room Hired: Upstairs / Downstairs
(Max 100 upstairs 180 downstairs)

No of Guests:

Food - Inhouse Catering Required:

Yes / No

Date Booked:

Booked By:

Booking Terms: Please see full booking terms and conditions on the reverse of the form

Bookings are only confirmed on full receipt of room hire

You have to be a member to make a booking.

Amount to Be Paid:

| | | |
|-------------------------|---------|----------|
| Social Membership | £15.00 | Yes / No |
| Room Hire | £40.00 | Yes / No |
| Room Hire & Resident DJ | £180.00 | Yes / No |

Member Yes / No

Membership No:

New membership form filled out by:

Date:

Amount Received:

By: Cash / Card / Cheque

Received By:

Date Received:

Conditions and Notes

All function applications are subject to the approval of the Bars Manager and/or the SACC Executive Committee.

Application does not constitute an approval. Third party bookings are not permitted. The Hirer has to be a member of SACC, if not they must take out a Social Membership before any booking can be approved. The Hirer only must sign and date the application form underneath and pay all necessary monies. A Non refundable Room Hire Fee of £40:00 is applicable to all bookings.

18th & 21st Birthday party applications are subject to special approval and must be family supervised events. A £200:00 refundable security deposit is required at the time of application to secure the booking. Setting-up or decoration of the hired rooms may only be carried out immediately prior to any event and is limited to opening hours immediately before the start of the event. Arrangements for earlier access outside normal opening times may be subject to a staffing charge (£10 per hour). The Main Lounge cannot be decorated more than 2 hours before any event as it is open for Members use in the daytime (i.e. at weekends). The Main Lounge is open for Members use at all times, therefore exclusive use for any function cannot be guaranteed. If available, the Games room bar will be opened for Members by arrangement. If both the Main Lounge and Function Room are used for functions , Members must be allowed access to the Games Room Bar. Decoration of any room may be carried out using non-damaging adhesives ONLY (e.g. blu-tack). Decorations must be removed immediately after closure of the event. Failure to remove decorations may incur the loss of part or all of any security deposit or the levying of a cleaning charge.

All windows and doors must be kept closed whilst any entertainment is in progress. Sunday Christenings during the cricket season are especially subject to this condition. Any music played MUST be at an acceptable level and must cease at the Bar closing time or as directed by the bar supervisor. Disco equipment MUST be removed immediately after any event and must not be left overnight. SACC provides a full catering service. NO ACCESS is permitted to the SACC Kitchen facilities or equipment. SACC staff are not permitted to heat foods for baby feeding. No beverages may be supplied other than by SACC. Toast wines for special occasions may be supplied by the Hirer subject to agreement and a corkage charge of £8:00 per bottle. Children are allowed to attend private functions but MUST REMAIN WITHIN THE HIRED ROOMS UNDER THE SUPERVISION OF THEIR PARENTS OR GUARDIANS. Children at any function in the Function Room must not enter the main Members Lounge. SACC does not accept any liability for any goods left in the Pavilion. SACC reserves the right to retain part or all of any security deposit if additional cleaning over and above that normally required is necessary , if any damage is caused or if any of the conditions of hire are contravened. Sunday Christenings are allowed a maximum of 4 hours use of the Function Room. All day events (from Midday to 11:30 p.m.) are not permitted. Bookings can only be made by a registered member of the Club for themselves or immediate relatives. Bookings will not be accepted for friends or acquaintances unless that person takes out membership of SACC. All relevant fees must be paid on submission of the Application form. Failure to pay any fees may result in the cancellation of the booking without notice. SACC reserves the right to refuse admission to any persons , and to eject any persons considered not to be complying with any Club rule or booking condition.

Hirer_____

Authorised By_____

Signature_____

Security Deposit Paid _____

Date_____