

**BOOKING AGREEMENT FOR HIRE OF FUNCTION ROOM AT
BLACKBROOK RUGBY AND RECREATION CLUB**

FUNCTION:
(Please note for 18th to 21st birthday parties a written request must be submitted to the Club Committee for approval prior to acceptance of booking)

CASH BOND OF £250 REQUIRED (18th & 21st parties) PAID / UNPAID
(Cash Bond to be held by club and returned to party organiser when Club Committee is satisfied no damage to Club facilities has occurred.)

DATE OF FUNCTION:

NAME AND ADDRESS OF PARTY ORGANISER:

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TELEPHONE NUMBER:

No OF PEOPLE EXPECTED TO ATTEND FUNCTION:

NON REFUNDABLE ROOM HIRE DONATION *(Must be paid within 48 hours of provisional booking, failure to pay will result in cancellation of booking):*

Cancellation Fee – A cancellation fee will be payable if the function is cancelled within 28 days of the booking date.

£25 for afternoons/evenings - Lounge area (holds max 40)	PAID / UNPAID
£40 for Friday/Saturday/Sunday evenings	PAID / UNPAID
£40 for Sunday afternoons (up to 6pm)	PAID / UNPAID
£65 for All day functions.	PAID / UNPAID

Use of the main kitchen (ovens/fryer/microwave etc) for food preparation/cooking by Caterers will incur a donation of £50 payable at time of booking. Should Caterers require use of additional cooking/kitchen utensils then additional charges may be applicable. Please inform the Bar Manager if required, payable on booking.

A number of round tables can also be supplied at a donation of £10 per table, payable at time of booking, please see Bar Manager for further details.

ADDITIONAL COMMENTS *(if applicable)*

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(please see overleaf for terms and conditions)

TERMS & CONDITIONS OF HIRE OF FUNCTION ROOM

1. The drinking of own alcohol or soft drinks on Club premises is strictly prohibited and anyone found bringing / drinking alcohol/soft drinks not bought at the club bar on to the club premises will be asked to leave immediately and banned from entering the premises in the future. The Party Organiser will be held responsible should this not be adhered to.
2. Access to the function room at the Club for catering / decoration purposes must be agreed in advance with the Bar Manager / Committee.
3. **NO** drawing pins, staples or sellotape to be used on any of the walls, only the use of Blu-tac is permitted for securing of banners, photos etc. and the use of Party Poppers is **strictly forbidden**.
4. Balloons **must** be removed from the function room at the end of the evening.
5. **Clearing and disposal of buffet table and contents is the responsibility of the party organiser, this MUST be cleared at the end of the function and any food/rubbish disposed of in black bin bags in the waste bins located at the rear of the club.**
The Club DO NOT accept responsibility for any items left in the club by the party organiser or guests at the end of the function.
6. Friday/Saturday evenings - Last orders at the bar is 11.00 pm (at discretion of bar manager). Sunday evenings 6.00pm. Prior notice must be given if later time required (subject to the discretion of the bar manager. Bar staff reserve the right to refuse to serve alcohol to anyone appearing to be under the age of 21 without appropriate proof of identity being provided. Any persons found to be purchasing alcohol for other persons under the age of 18 will be asked to leave and banned from the premises.
7. If you wish to supply your own sparkling wine / Prosecco / champagne then a corkage charge will be applied at £8 per bottle, paid in advance of the function. Alternatively bottles of sparkling wine / prosecco can be provided at a cost of £15 per bottle subject to appropriate notice.
8. Music / Entertainment must cease at 12 midnight.
9. The Committee and Bar Staff of the Club accept no responsibility or liability for damage to persons or their belongings whilst on these premises.

I hereby agree to abide by the terms and conditions stated above, and understand as party organiser I will be held responsible should any incident or damage to the Club facilities occur during the function. (Forfeiture of the £250 bond will be applied where applicable).

Signed: Date:

Verified by Bar Manager: Date:

Approval by Committee required for 18th to 21st functions.

Signed: Date: