

LAVERSTOCK AND FORD SPORTS CLUB

23 Church Road, Laverstock, Wiltshire SP1 1QX. Telephone 01722 – 327401

CONDITIONS FOR THE HIRE OF THE FUNCTION ROOM FOR PRIVATE PARTIES

1. The hire of the function room is on the strict understanding that the premises will be left in a clean and tidy condition. **All food not consumed must be removed on departure.**
2. The hirer is obliged to reimburse the club for any damages incurred by any guest attending the function for which the function room has been booked.
3. Without prior permission, the hire excludes the use of the snooker room and other areas of the club except for the purpose of access, smoking and toilet facilities.
4. The hire will not preclude the use of the function room by the general membership.
5. Bar facilities are available in the main function room. The supply of exceptional alcoholic requirements is a matter for separate negotiation with the Steward or Committee. **You are not permitted to supply your own drink.**
6. **In addition if you elect to use your own caterers rather than the clubs, then you must pay a £30 levy in addition to our booking fee.**
7. Under licensing conditions, it is a requirement that all external doors and windows in the room are closed at 10pm when live/disco music is being played.
8. It is the hirer's responsibility to ensure that the function room is let in a clean and tidy state at the end of the function.

PLEASE ENSURE THAT THIS BOOKING FORM IS COMPLETED AND RETURNED WITH PAYMENT WITHIN 28 DAYS TO ENSURE RESERVATION OF BOOKING.

As the hirer, I accept that I am to be present for the whole period of the function, and that I am responsible to the Committee for the general behaviour and demeanour of my guests and any breakages which occur.

I have read and accept the above conditions and wish to make an application for the hire of the function room on

..... (date)

For the purpose of a from..... to

Approximate numbers in party

Cost of Hire: £10 per hour (Members), £20 per hour (Non-Members)

I enclose the sum of £

Payments are non-refundable except in exceptional circumstances.

100% of the hire cost will be retained if cancellation is received less than 3 Months prior to the event

50% of the hire cost will be retained if cancellation is received more than 3 Months prior to the event

Name and Address (Block Letters Please)

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Contact number Membership No if applicable

Signed Dated

Please return for the attention of: Secretary, Laverstock and Ford Sports Club, 23, Church Road, Laverstock, Salisbury, Wilts. SP1 1QX.