

SPENCER SPORTS AND SOCIAL CLUB

Beanacre Rd, Melksham, SN12 8AG

Tel: 01225 702216

Form Number.....

Cash Receipt No.....

Date.....

Caterer Informed.....

Catering Booked.....

Hirer contacted six months before event. Name & Date.....

Hirer contacted two months before event. Name & Date.....

APPLICATION BY A MEMBER FOR USE OF CLUB FACILITIES FOR A PRIVATE FUNCTION

Name..... Membership Number

Address.....

Tel No..... Date /Type of function.....

Numbers Attending (Max 180)

Facilities Required.....

All drinks to be provided by Spencers Special request for drink will be looked at
Catering to be provided by the Clubs Caterer unless otherwise agreed

HIRE CHARGES:

ALL DAY Business £100.00

EVENING ONLY £60.00 Extension to 1 am £30

CHILDRENS PARTIES, WEDDINGS £50.00

FUNERALS **£10.00 if bar is required.** If bar not required.. £50.00

WEEKEND SKITTLE FUNCTIONS ----- CHARGE DEPENDS ON TYPE OF FUNCTION

1. .A £100 to be paid on booking and £50 will be returned if no damage has been done to the premises. If booking cancelled the £50 **will only be refunded when premises has been rebooked.**
2. The whole of the fee is payable **ON DAY OF BOOKING** the function commences along with a list of guests likely to attend.
3. The committee reserve the right to charge a fee to cover damage to the club premises, facilities or other losses arising out of the function, however providing the hall and premises are left in a satisfactory state and does not require additional cleaning etc' the £50 deposit will be returned.
4. All emergency exits **MUST** be kept clear at ALL TIMES.
5. Naked lights (i.e. candles) cannot be used without prior consent of the management.
6. Emergency appliances are **NOT** to be removed or interfered with at ANY TIME.
7. The hirer cannot charge an entry fee without prior sanction from the management, if the entrance fee is sanctioned, an account for the function must be submitted within 14 days of the function taking place.
8. PARTY POPPERS, STREAMERS AND SILLY STRING ARE NOT ALLOWED.
9. Bouncy Castle are allowed if you produce a copy of Insurance certificate to the Club Secretary.

I agree with all the terms and conditions - signed