



Booking Form

Contact Name:

Address:

Telephone No: Mobile no:

Email address:

Date of Event:

Event Description:

Event Timings: From: To:

Approximate numbers: Adults: Children:

Do you require a licensed bar? YES / NO

Hours you require the bar? From: To:

| | Cost | Quantity | Total |
|---|------|----------|-------|
| Hire of clubhouse (up to 6 hours) <i>(including 2 hours preparation time immediately prior to event and 1 hour cleaning up time immediately following the event)</i> | £60 | | |
| Additional hours you require the clubhouse (per hour) | £15 | | |
| Opening of the bar at an event <i>(minimum charge of 3 hours)</i> | £70 | | |
| Additional bar hours (per hour) | £20 | | |
| Additional bar staff required (per person/per hour) | £10 | | |
| Hire of Meeting Room (Bromley Lounge – up to 4 hours & 12 Persons) <i>(including 1 hour preparation time and 1 hour cleaning up time)</i> | £40 | | |
| Additional hours for the meeting room (per hour) | £10 | | |
| Provide an outside bar <i>(set up charge only – does not include bar staff)</i> | POA | | |
| Ground hire for marquee (1 day event) <i>(including 2 days to erect/set up & 1 day to dismantle and remove)</i> | POA | | |

Do you require access for preparation work? YES / NO
Will music be provided at your function? YES / NO
Will you require use of the stair lift for disability access? YES / NO

Preparation and cleaning up time

This must be requested at the time of booking. If you require additional time, extra charges will be incurred subject to availability.

Sellotape and drawing pins cannot be used. Blu Tack can be used to secure decorations.

The rooms must be vacated no later than one hour after the period from which the rooms are booked, otherwise extra time will be charged at the appropriate rate. All personal belongings and equipment must be removed within this period. The clubhouse must be cleaned and left in the way it was found.

Bar Staff

Up to 2 members of staff are included in the cost of hiring the bar for the minimum of 3 hours. Additional bar staff may be required depending on the numbers attending the event.

Corkage

Alcoholic beverages and/or soft drinks may not be brought on to the premises by the hirer or any other person. Should you wish to provide alcoholic beverages and/or soft drinks, please discuss this at the time of booking as corkage charges may well apply.

Licensing Hours

Normal licensing hours are Monday to Saturday 11:00am to 11:00pm and Sunday 12:00 noon to 10:30pm

Terms of Payment

A 10% deposit is required at the time of booking to secure the hire.

The remaining balance becomes due 7 days prior to the event.

A damage deposit (£250 per event) is payable in certain circumstances with monies being returned at the end of the event. You will be informed at the point of making the booking if this applies.

Payments can be made by BACS transfer, cash, cheque and most credit/debit cards.

No Refunds if booking is cancelled with less than 48 hours' notice.

Capacity of Clubhouse

Seated formal meal: 70 persons Standing event: 100 persons

| | |
|---------------------|----------------|
| Agreed Price: | |
| Signed: | Printed: |
| Date: | |

Please return this completed form and payment to:
Leah Wallington, 19 Meadow Crofts, Bishops Itchington, Southam, CV47 2QT
Email: hrfc.roomhire@gmail.com
Mobile: 07736 804904