

SANDHURST SOCIAL CLUB HALL HIRE

APPLICATION FORM

PLEASE WRITE CLEARLY IN BLOCK CAPITALS

Name of Applicant

Membership number (Mandatory) Application Date:...../...../.....

Address

..... Postcode.....

Telephone Number.....

Email Address.....

Date of Function/...../..... Type of function.....

Time required fromto..... Number of Attendees.....

Please Note IMPORTANT : YOU WILL RECEIVE WRITTEN CONFIRMATION REGARDING YOUR HALL HIRE, PLEASE DO NOT PAY BEFORE YOU HAVE BEEN INVITED TO BY WRITTEN INSTRUCTION. YOUR HALL HIRE IS NOT CONFIRMED UNTIL YOUR HALL HIRE FEE HAS BEEN RECEIVED.

WE DO NOT ALLOW 16th 18th or 21st BIRTHDAY CELEBRATIONS

Access for room set up is permitted no earlier than 2 hours before the start of the function, and no earlier than 4pm for an evening function.

Hours of availability: Mon to Thurs 12 Noon – 11:00pm- Subject to availability.

Sat 12.00 noon -11:59pm. Sun 12:00 noon – 11:00pm - Subject to availability

Cost of Hall Hire for a standard function is **£75.00**, ☐ other than a wedding which is charged at **£125.00**. ☐ If you require USE OF THE KITCHEN, a further **£25.00** ☐ fee is required. These payments will be required when you receive your written confirmation letter. Hall Hires come with a mandatory damage deposit fee of **£150.00** which is due **14 days** prior to your function. Fees can be paid at the bar in cash or by Debit/credit card. Cheques are no longer accepted. The member responsible for making the Hall Hire booking must be in attendance for the duration of the function and is responsible for compliance of the regulations.

Continued overleaf

The **£150.00 deposit** will be returned to you within **14 days** after the function, subject to compliance with the conditions of the Hall Hire Booking,

- a) No damage has been made to the club by any person attending your function
- b) Any costs are incurred for repairs or industrial cleaning is required.
- c) Any extra costs incurred for repairs or cleaning will be the responsibility of the member hiring the hall.

Cancellation of bookings:-Full Hall Hire Fee will be refunded, providing you give a minimum **4 weeks'** notice of cancellation by email. However, the Hall Hire fee is non-refundable after this date.

Rules of the smoking areas:

- Club licensing Laws dictate that the smoking area doors are shut at 10.00pm. No guests shall be allowed in these areas after this time.
- Loud noise and bad language shall not be permitted in these areas, to not cause a nuisance to nearby properties.

Sandhurst Social Club accepts no responsibility for loss or damage to individual property and the hall must be **left clean and tidy** after the function.

I/we have read and accept the above Hall Hire conditions AND THE TERMS AND CONDITIONS attached ☐

Name.....Date...../...../

Signature.....

Contact: Julie O'Neil – Entertainment@sandhurstsocialclub.com

Confirmation of membership booking- for office use only

- Function approved by
- £75.00/£125.00 Hall Hir Fee received ☐
- £25.00 Kitchen Fee received ☐
- £150.00 deposit received ☐
- Non-members list received ☐
- Deposit returned ☐
- Function Cancelled and funds returned ☐
- Venue Checked bySigned off by