**FUNCTION ROOM BOOKING FORM**

CASTLE SPORTS AND SOCIAL CLUB

DAVID STREET, CASTLE, NORTHWICH, CW8 1HE

0160675131, email [castlesportsandsocialclub@gmail.com](mailto:castlesportsandsocialclub@gmail.com)

No booking is complete until the payment of which is not refundable has been paid and receipted for

**NAME OF HIRER:**

**ADDRESS:**

**POSTCODE:**

**LANDLINE:**

**MOBILE:**

**EMAIL:**

**DATE REQUIRED:**

**REASON FOR BOOKING:**

**TIME OF BOOKING:**

**ESTIMATED NUMBER (MAX 150):**

**DISCO/KARAOKE REQUIRED:**

**CATERING REQUIRED:**

The Club does not allow the hiring of the room for 18th birthday or end of school parties. The Management Committee retains the right to refuse a booking or request that professional doorpersons are engaged at hirers expense (contribution towards may be possible by the club).

Please specify whether you need a disco or Karaoke, if you decide to provide your own professional entertainer please ensure that the club is given a copy of their Public Liability Insurance at least 2 weeks before your function.

If you arrange for professional caterers please ensure that the club is given a copy of their Public Liability Insurance at least 2 weeks before your function. The Club has limited catering facilities so please ensure you agree with the Steward your needs beforehand. (Please be aware the clubs kitchen is not available for you to use, our insurance only covers our caterers.)

**CONDITIONS OF HIRE FOR THE FUNCTION ROOM**

1. THE HIRER MUST BE 18 YEARS OF AGE.
2. THE HIRER MUST CONFIRM TO THE CLUB AT LEAST 2 WEEKS BEFORE THE FUNCTION OF HOW MANY GUESTS ARE ATTENDING (MAX 150).
3. THE HIRER MUST ENSURE THAT ANY GUESTS UNDER THE AGE OF 18, OR GUESTS ON THEIR BEHALF, DOES NOT ATTEMPT TO PURCHASE ALCOHOLIC DRINKS.
4. THE HIRER AND GUESTS ARE NOT PERMITTED TO BRING THEIR OWN DRINKS INTO THE CLUB, UNLESS AGREED BY THE MANAGEMENT COMMITTEE PRIOR TO THE FUNCTION DATE.
5. THE HIRER IS RESPONSIBLE FOR MAINTAINING GOOD ORDER AT ALL TIMES, THE CONSUMPTION OF ALCOHOL IS NOT PERMITTED OUTSIDE. CHILDREN ARE ONLY ALLOWED OUTSIDE IF SUPERVISED BY AN ADULT; THE HIRER WILL BE HELD RESPONIBLE FOR ANY DAMAGES INCURRED BY THEM OR THEIR GUESTS.
6. THE HIRER IS RESPONSIBLE FOR CLEARING AWAY ANY FOODS LEFT OVER WHEN USING YOUR OWN CATERERS
7. THE ROOM MUST BE VACATED AND CLEARED AWAY 30 MINUTES AFTER THE BAR HAS CLOSED. THE MANAGEMENT WILL TAKE NO RESPONSIBILITY FOR ANYTHING LEFT IN THE ROOM OVERNIGHT
8. PLEASE PROIVDE ANY PUBLIC LIABILITY INSURANCE AT LEAST 2 WEEKS BEFORE YOUR FUNCTION IF APPLICABLE

**PLEASE NOT THAT THIS CLUB OPERATES THE CHALLENGE 25 SYSTEM AND GUESTS SHOULD BRING IDENTIFICATION WITH THEM AS THEY MAY BE ASKED FOR ID AT THE BAR**

**I THE HIRER HAVE READ AND FULLY UNDERSTAND AND ACCEPT THE CONDITIONS STATED ABOVE AND I HAVE RECEIVED A COPY OF THIS FORM**

SIGNATURE

PRINT NAME

DATE OF FUNCTION

CLUB SIGNATURE

DATE

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