

SALTERNS WORKING MEN'S CLUB

Hiring the Salterns WMC for Parties and Functions.

No 18th Birthday Parties

Accepted.

Name:

Address:

Phone No:

Date of Function:

Type of Function:

Amount of Guests attending:

Extended licence until 12am required (extra charge of £23.00):

Do you need the club to provide food YES / NO (please circle one)

If YES, please speak to Secretary to discuss requirements. We offer a very competitive and varied buffet.

Booking Fees non-returnable if function cancelled - please tick from the list below what party type has been booked.

Non-Members hire charge £75 for large main room. (Exclusive no members will use the room only to access the back bar and front bar)

Members hire charge £35 for large main room. (Exclusive no members will use the room unless member booking agrees)

Non-Members hire charge £35 for Front Bar.

Members hire charge £0 for front bar.

A deposit of £100.00 (£30 Children's party) in cash is required a week in advance of function, this will be held in the club safe until after the event, it will be returned in full within a week from party once the venue has been checked for damages, unless damages are incurred during the function.

A written guest list for the function is required one week in advance; any updates for the list can be given in on the day of the event.

I.D. will be requested for proof of age at the bar.

Entertainment is to be organised by the person booking the function and all entertainment and must conform to the club licensing law. The entertainment must **not** use any smoke machines, they set off the clubs fire alarms.

Monday to Sunday set up time from 5.30pm-end time 11:00pm, all members using the bar will be asked to move to alternative bars from 5.30pm.

No extended licence music must finish at 10.45pm, last orders at the bar is 10.50pm and all persons must be off the premises by 11:20pm and leave in a quiet and orderly manner.

Extended licence 12:00am end time. Music finish 11.45pm. Last orders 11.50pm and all persons must be off the premises by 12.20am.

Club Members not attending the function in the main room, must use the front or back club rooms. (If Exclusive) Members can enter and leave the back bar via the main room and side entrance, but will be expected to use the rear side entrance for smoke breaks and order drink from the back room, users of the front room should also order from the front room only, so not to disturb the function in progress.

No sprinkle decorations to be put on the tables or glitter party poppers used.

Salterns WM Club is not responsible for harm or injury to club users from any decorations put up in the club or on tables.

The organiser of the function is responsible for clearing of all rubbish, food, decorations and putting back any moved furniture at the end of the function. If this doesn't happen then deposit can be held back.

*This booking will be put forward for Committee Approval and you will be notified in due course the outcome, if this is not passed by the Committee you will be refunded the £35 booking fee.

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Booking Contract

Name of person booking function _____

I hear by agree to abide by the Club Rules for hire of the Function Room at SALTERNs WMC

Signature of person booking function _____

Signature of Club Secretary _____