

Hamstead Social Welfare Centre/Hamstead Social Club Ltd.
Colliery Suite/Henderson Lounge Booking Form

Name: Membership No:

Address:

..... Post Code:

Telephone No: (Home/Work)

Mobile No:

E-Mail Address:

Date of Function:

Purpose of Function:

Number of expected guests:

Start Time: Room Vacated By: (Last orders called.....)

Catering Facilities: (please delete accordingly): Own catering/Not sure/Using our catering option.

Total Hire Charge £

Deposit Received £ 50.00 (non-refundable on cancellation)

Balance to Pay £.....****

**** Please note that this amount must be paid in full 4 weeks prior to the date of function.

For

For children's parties and 18th Birthday parties a bond of £100 will be required. This will be repaid to you on the day of your function after the room has been vacated and checked for damage by the Manager or member of staff in charge)

Please read the attached terms and conditions before signing this booking form. By signing this booking form you are agreeing to all the terms and conditions (including the payment of the bond) and that you have received a copy of these.

- All cancellations must be in writing.
- Failure to notify that the function is cancelled within 28 days of the function date shown above will result in the full amount shown above becoming due and payable.

Signed: Date:

Hamstead Social Welfare Centre/Hamstead Social Club Ltd.

Colliery Suite/Henderson Lounge Terms & Conditions.

Name: Date of Function.....

Please note that by signing the attached booking form that you agree and accept the following terms and conditions:

Room Charge

- The balance of the room hire charge must be paid in full 4 weeks before the date of the function. Failure to do so will result in the function being cancelled and re-hired should the possibility arise.
- The initial deposit is non-refundable. All function cancellations must be made in writing or by e-mail. Failure to notify that the function is cancelled within 28 days of the date shown above will result in the full amount of the cost shown on the booking form becoming due and payable.

Drinks

- All drinks must be purchased from the bar. You are not permitted to supply your own alcoholic or soft drinks. Our bar stocks a wide range of beers, wines, spirits, soft drinks and children's drinks. Anyone found to be consuming their own drinks during the function will be asked to leave the premises.

Food

- The use of our kitchen is at the discretion of the Manager. This can only be used by reputable caterers who hold up to date food hygiene certification. The kitchen cannot be used for functions held in the Henderson Lounge.
- Whilst hot food is allowed, again by the discretion of the Manager, we request that consideration is given to the upholstered areas and to the polished tables.

Decorations

- We have no objections to balloons but banners must not be placed on the walls. They may be attached to the gloss frames on the wall, bar area, stage and doors by blue tack ONLY.
- We would ask you to consider the use or restrict the use of party poppers and confetti as they can be very difficult to clear. Silly string use is NOT permitted.

General

- Times of entry and room layout are to be arranged with the Manager at the time of paying the balance of your hire charge.
- Throughout the function you are responsible for any damage that occurs, any damages are chargeable and will be deducted from your room hire bond accordingly.
- To abide with health and safety regulations we ask that children do not climb on the furniture or stage area and that they are not allowed to play on the car parks of the club.