



Coton & Hopwas Social Club

School Lane, Hopwas, Staffs. B78 3AD

Booking Form

Please complete in BLOCK CAPITALS

NAME: _____

ADDRESS: _____

PHONE N° _____

DATE OF FUNCTION ____/____/____

TYPE OF FUNCTION _____

N° OF PEOPLE EXPECTED _____ TIME ROOM IS REQUIRED _____

ACCESS REQUIRED FOR DECORATING ETC _____

USE OF KITCHEN YES NO

HIRE OF SKITTLE ALLEY ____ 1 @ £10 _____ 2 @ £20 _____

ADDITIONAL REQUESTS _____

TOTAL AMOUNT PAID £ _____ DATE ____/____/____

CONDITIONS

CHARGES:- Evening use only - £120.00. Afternoon use only - £80.00. All day from 12.00 noon - £200
The fee is payable in full at time of booking and is non-refundable. (Unless in exceptional circumstances)
Cheques must have a Cheque Guarantee Card number on the back.

An additional £20 charged for the use of the kitchen.

If access is required outside normal opening hours – for decorating room/setting up disco/food etc – there will be an additional charge of £10.00 per hour, payable at time of booking.

All rubbish must be collected from the kitchen and the function room and both rooms left tidy before vacating the premises.

Discos for Sunday functions must finish at 10.30 p.m. All other occasions 11.30 p.m.

ALL DAMAGES MUST BE PAID FOR.

DUE TO THE CONDITIONS OF OUR INSURANCE POLICY BOUNCY CASTLES ARE NOT ALLOWED ON CLUB PREMISES.

DECORATIONS SHOULD BE ON TABLES OR ATTACHED TO THE DADO RAILS ONLY.

UNDER NO CIRCUMSTANCES SHOULD ANYTHING BE FIXED TO THE WALLS.

PLEASE DO NOT SCATTER PAPER/FOIL CONFETTI ON THE TABLES AS IT CAUSES PROBLEMS WITH THE VACUUM/DISHWASHER. THANK YOU.

SIGNATURE _____ DATE ____/____/____

STEWARD'S SIGNATURE _____ DATE ____/____/____