



Coton & Hopwas Social Club

School Lane, Hopwas, Staffs. B78 3AD

Function Room Booking Form

Please complete in **BLOCK CAPITALS**:

Name: _____

Address: _____

_____ Postcode _____

Phone/Mobile N° _____ Membership Number _____

Date of function ____/____/____

Type of function _____ **(No 18th Birthdays Parties)**

Number of people expected _____ Time room is required _____

Total amount of hours the room is required for the function _____

Access required for decorating etc _____

***Use of kitchen** YES / NO (Please Circle) £20.00 charge extra to booking charge.

Hire of Skittle Alley _____ £10 per lane (2 max)

Additional requests by hirer _____

Total amount paid £ _____ Date ____/____/____ Receipt No: _____

CONDITIONS OF BOOKING ROOM.

CHARGES:

£10 per hour for the duration of the booking. **Payable at time of booking.**

*An additional £20 charged for the use of the kitchen. **Payable at time of booking.**

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.**

Discos for Sunday functions must finish at 7.00 p.m. All other occasions 11.30 p.m.

All rubbish must be collected and bagged from the kitchen and the function room and both rooms left clean and tidy as you found it before vacating the premises.

All damages must be paid for.

Due to the conditions of our insurance policy, ***Bouncy Castles are not allowed on the 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.

Signature of Person Booking _____ DATE ____/____/____

Signature of Person taking booking _____ DATE ____/____/____