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| **BOOKING FORM ACOMB CLUB** |
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| **NAME \*** |  |
| **MEMBERSHIP NUMBER** |  |
| **ADDRESS \*** |  |
| **CONTACT NUMBER \*** |  |
| **DATE OF EVENT \*** |  |
| **EVENT TYPE \*** |  |
| **APPROX START TIME\*** |  |
| **ROOM REQUIRED\*** |  |
| **APPROX NUMBERS ATTENDING\*** |  |
| **PLEASE MAKE THE DEPOSIT PAYABLE VIA BANK TRANSFER TO ACOMB WORKING MEN’S CLUB** |
| **SORT CODE** | **30-99-99** |
| **ACCOUNT NUMBER** | **01360728** |
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| **CATERING\*** |  |
| **ENTERTAINMENT\*** |  |
| **EXTENSION REQUIRED\* (23.30 Latest)** |
| **IT IS THE RESPONSIBILITY OF THE PERSON APPLYING TO MAINTAIN GOOD ORDER.** |
| ***PLEASE NOTE THAT ONLY DRINKS PURCHASED AT THE BAR ARE ALLOWED*** |
| ***THIS INCLUDES ALCOHOL AND SOFT DRINKS*** |
| ***UNDER 18’S NO ALCOHOL*** |
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| **THE MANAGEMENT OF THE CLUB OR THE STAFF HAVE THE AUTHORITY TO EJECT ANY PERSON OR PERSONS THAT DO NOT COMPLY TO THE ACOMB WMC RULES** |

**Booking Form Disclaimer**

**Please ensure you read and complete every section of the Booking Form.**

* **The cost of the hire of the room/rooms will vary depending on the event been held. The cost of staff/cleaning will be included in the amount, depending on the type of function a damage waiver or deposit will be required which will be refunded if no damage is caused.**
* **Bouncy Castles and Soft play are Permitted but hirer must provide their own Insurance Cover as Acomb WMC Takes NO responsibility for any potential injuries that could be caused.**
* **The bringing of your own drink is not permitted in the club. If found this will be confiscated and you or guests will be asked to leave. Any drugs or persons caught on premises using or in possession will be escorted from the club and Police will be informed.**
* **CCTV coverage is always in operations for your security and the clubs and will be used to identify any person or people of wrongful doing.**
* **Under 18s must be always supervised and remain in the function room unless using the main toilets and not use the gaming machines.**
* **All bookings will be policed by a member of Management or Committee in case of any issues during the event to help and assist the booking organiser.**
* **All catering and left-over food should be taken away or disposed on the night of the party. I.e., Cooked Meats and Seafood unless prearranged with the Bar Staff/Management.**
* **Please keep out/off the stage/concert box unless they are performing. The Concert box is out of bounds without prior permission from the Bar Staff/Management.**
* **The Hirer is responsible for the guests at all times, if any damage is caused you may be charged for the cost of the repairs.**

**Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOOKING FEE OF £\_\_\_\_\_\_ PAID**

**DATE**