

Function Booking Form

V2 01.03.2022



Function/Event Details:			
<u>Function Purpose:</u>		<u>Number expected to attend:</u>	
<u>Date:</u>		<u>Start time:</u>	<u>Finish Time:</u>
<u>Access required from:</u>			

Hirer Details			
<u>First Name:</u>		<u>Surname:</u>	
<u>Address:</u>			
<u>Phone Number:</u>			
<u>Email Address:</u>			

<u>NSC Price List</u>			<u>Required?</u>
<u>Room Hire</u>	£130 per day/evening use	Ground floor function room including use of tables if required (tables seat 8 people)	
<u>Bar (until 1am)</u>	£10 per hour per person	Under 40 in attendance x2 bar staff Over 40 in attendance x4 bar staff	
<u>Kitchen</u>	£50	Full use of ground floor function room kitchen facilities	
<u>Sandwich Platter</u>	£37.50	10 rounds (please advise of any allergen information when booking)	
<u>Hot Mixed Finger Food</u>	£45.95	Please advise of any allergen information when booking	
<u>Tea/Coffee</u>	£1.00 per cup	Includes milk and sugar	
Total:			£

Terms and Conditions

1. The function room and clubhouse are to be thoroughly cleaned as soon as possible after the function but no later than the day after the function/event. All club crockery, glasses, and utensils used are to be properly washed, dried, and put away.
2. Only drinks purchased through the club and sold at the bar may be used for the function/event. The choice and price (including corkage at £3 per bottle) of the wines must be agreed upon with the bar captain and rear commodore before the booking is finalized. Hirers are advised that a commercial caterer may charge corkage which covers the serving of the wine, not its provision.
3. If a late license is required the club MUST be informed upon booking the function/event, which should be no less than 14 days prior to the function/event taking place.
4. The hirer shall be responsible for paying any damages to or loss of club property caused by any person attending the function/event.
5. The hirer is solely responsible for their guests' conduct, behaviour, and well-being until they leave the club's grounds and as such assume all liability of risk.
6. The hirer shall be responsible that persons under the age of 18 do not consume alcohol and that persons under the age of 18 are excluded from the premises after 9pm in accordance with licensing laws.
7. The club has a zero-tolerance policy with regards to drugs, functions/events will be shut down immediately if there are any illegal substances on the premises.
8. The hirer shall formally brief all guests about the location of fire exits and firefighting equipment and shall ensure that all fire exit doors remain unlocked and clear throughout the function.
9. All functions must be approved by the committee and a committee member must be present throughout.
10. A 50% deposit is required at the time of booking with the full fee payable no later than 14 days prior to the function/event taking place.

I have read and agree to the above terms and conditions

Print name: _____

Sign name: _____

Date: _____

Please send this completed form to the Rear Commodore at:

honmembershipsec.newtownardssc@gmail.com.