

## HAYDON WICK CLUB

## Request for **Saturday** Room Hire

### **Require 10 weeks notice for booking**

Date booking requested \_\_\_\_\_

Member's name \_\_\_\_\_ Membership No \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Date required** \_\_\_\_\_ **Time required from** \_\_\_\_\_ **To** \_\_\_\_\_

Type of function : \_\_\_\_\_ Number of persons \_\_\_\_\_

Room Charges per hire. (Please circle your required option)

**Skittle Alley £60**

**Function Room £175.00 (2 bar staff)**

**Function Room £135.00 (1 bar staff)**

**Function Room + Skittle Alley £215 (2 bar staff)**

**Total amount payable £ \_\_\_\_\_**

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**The Deposit of £75 to be paid at the time of the booking. The remaining payment is due within 30 days of the event. The booking will need to be confirmed by the Committee.**

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### **CONDITIONS**

**The deposit of £75 is required at time of booking. Deposit is refundable 7 days after the event and on the condition that the room is left in an acceptable condition. Otherwise, an additional cleaning charge will be deducted from the deposit. No confetti, confetti balloons, smoke machines permitted.**

**Hire is restricted to members only, and the Member booking the function is responsible for the behaviour of all persons attending..**

A list of non-members attending MUST be submitted to club 48 hours in advance. Any individual not on this list who is not already a Member of the Club, and wishes to gain Entry must be signed in by a member at cost of £2 per person.

Please note - Premises must be vacated within 30 minutes after the bar closes.

**Important - Please consider local residents and do not park on their driveways or on yellow lines. If our car park is full there is ample additional space in the nearby Haydon Leisure Centre and Morrisons Supermarket car parks.**

**Please keep noise to a minimum outside the club.**

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**Catering –**

Catering information is available on application

**Self-Catering -**

Swindon Borough Council Licencing agree that catering can be provided by room hirer if food is restricted to attendees only. A disclaimer is required from the hirer and any leftover food cannot be passed around non attending members of the club.

**The club has a 'duty of care' to ensure that any risks to persons on the premises are minimised.**

Dear Member

Thank you for booking Haydon Wick Club for your upcoming event.

The local Licensing Laws require that we remind you of the following:-

- A list of non – members must be submitted 48 hours prior to the visit. This will make them temporary members for the event, and thus enable them to legally purchase alcoholic beverages at the Bar.
- Any individual who is not on the list and who is not already a member, must be signed –in separately by a bona fide member at a cost of £2.00
- Should the official Doorkeeper not be present then, as hirer of the hall, you will be responsible to ensure that only your invited guests are admitted.
- You must also be responsible for the behaviour of those present and ensure they remain in a reasonably sober and sensible state. Offenders will be asked to leave the club premises.
- You will be liable for any costs incurred as a result of damage caused by any members of your party.
- Any banned or expelled members of the Haydon Wick Club will not be admitted under any circumstances.
- Guests must arrive in a sober state or risk refusal of admission.

We take this opportunity to wish you a pleasant and successful occasion and thank you again for choosing Haydon Wick Club for your event.

Yours Sincerely

Haydon Wick Club Committee

22 August 2024