

Elford Sports & Social Club

13 The Beck Elford Tamworth Staffs B79 9BT 01827 383315

Function Room Booking Form

Name:
Address:
Contact Phone No.
Email Address:
Date of Booking:
Time: From..... To..... (Latest is Midnight)
What type of function are you having – Birthday, Wedding, Dance etc.? <i>NB. 18th Birthday parties are not permitted</i>
How many people will be attending?
Will there be music? If so, please give details e.g. DJ, live band etc If you would like information about the music we can provide then please contact the entertainment secretary.
Will you be providing food? If so, please give details about the type of food you will be providing.
Additional Information:

The club reserves the right to refuse the booking.

Bookers signature _____

On behalf of Elford Sports & Social Club _____

NB. This booking is not guaranteed until the deposit is paid and the date confirmed by the Entertainment Secretary.

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BOOKING CONDITIONS

KEY CONTACT

All functions need to have a person as the main point of contact who must ensure that the attendees respect Elford Sports & Social Club's booking conditions and premises.

FEES

The hire fee is at the discretion of the club. We normally require a £50 deposit to hold all bookings which is returnable, unless there is damage to the building, grounds, or the property is left in an unacceptable state. The deposit will also serve as a cancellation fee unless we are notified of a cancellation two weeks before the event. This deposit may be waived at the discretion of the club committee.

NUMBERS OF PEOPLE

The function room holds a maximum of 120 people. For all functions there must be at least one club member present for up to 50 guests, and two club members for 51 or more guests. So please try to be as accurate as possible when estimating the number of people attending. This is to adhere to Fire and Safety regulations. If the number of people exceeds 120 people at the event the club is entitled to turn people away.

RESPECT FOR NEIGHBOURS

Elford is a residential area. We ask hirers not to congregate loudly in the car park or outside areas, especially in the evening. When arriving and leaving the Club, please do so quietly so as not to disturb our neighbours.

DECORATION

Please do not stick or fix things to the walls.

YOUR RESPONSIBILITIES

Though you are free to set up the function room as you want please ensure respect for its condition. If you have re-arranged the function room for your booking, please ensure it is moved back to its original state.

If you need to leave equipment on the premises after your function until they can be collected be advised it is at your own risk. Please discuss with the committee to arrange a suitable time to pick them up.

CHILDREN

we ask all hirers to be responsible for children while on the premises. Children are not allowed in the lounge bar.

Please send the completed form to:

The Entertainment Secretary
Elford Sports & Social Club
13 The Beck Elford Tamworth Staffs B79 9BT

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