



The Regent Sports & Social Club

FUNCTION / ROOM HIRE BOOKING FORM

2015

NAME ("The Responsible Person")					
Company / Organisation (if applicable)					
Address and Postcode					
Contact Telephone No					
e-Mail Address					
DAY & DATE OF EVENT / FUNCTION					
Type of event – e.g. Wedding Reception <input type="checkbox"/> Birthday or Office Party <input type="checkbox"/> Meeting <input type="checkbox"/> Entertainment <input type="checkbox"/> <i>Please tick which type</i>		Other <input type="checkbox"/> <i>(if 'Other' please state)</i>			
Number of people attending	TOTAL	<input type="text"/>	No. U. 18s	<input type="text"/>	No. 18 - 24 <input type="text"/>
					No. Over 24s <input type="text"/>
Room(s) required:- <i>(please tick)</i>		Function Room <input type="checkbox"/>	Bar <i>(On right as you enter)</i> <input type="checkbox"/>		
		Lounge <i>(On left as you enter)</i> <input type="checkbox"/>	Committee Room <i>(First floor)</i> <input type="checkbox"/>		
Hours of Hire	Access to club required for setting up, preparation				Time:
	Times of event (arrival & departure of guests)				
	Clearing away etc.,				
Catering arrangements:	Self-Catering <input type="checkbox"/>	Regent Buffet <i>Several grades of buffet are available. Please ask for details</i> <input type="checkbox"/>			
Any special dietary requirements <i>(Please also refer to our allergens list)</i> <input type="checkbox"/>	Vegetarian <input type="checkbox"/>	Vegan <input type="checkbox"/>	Gluten or lactose intolerant <input type="checkbox"/>	Other <input type="checkbox"/>	
Equipment being brought into club: <i>(Please tick all that apply)</i> <input type="checkbox"/>	Decorations <input type="checkbox"/>	Electrical equipment <input type="checkbox"/>	Other <i>(Please state)</i> <input type="checkbox"/>		
Do you require the hire / use of: →	D.J. / Disco <input type="checkbox"/>	Sound system <input type="checkbox"/>	Stage Lighting <input type="checkbox"/>		
How did you hear about us? →	Saw the sign <input type="checkbox"/>	Website or FB page <input type="checkbox"/>	Yell.com <input type="checkbox"/>	Word of mouth <input type="checkbox"/>	

I have read and accept the terms and conditions of hire (overleaf) and agree to pay all charges and fees.

I understand the cost of the room is.....plus a returnable deposit of.....

Signed: (Responsible Person)..... Date.....

Membership Number (if applicable).....

For Club Use

Booking is accepted and confirmed, only when the following is completed:

Signed.....Club Committee Member Date.....

	Amount due	Date due	Date paid	Entered in diary	Accounted for
Room Hire	£				
Deposit	£				
Buffet	£				
Other costs (DJ etc)	£				
Committee member responsible for booking and/or running event					
Staffing levels and other arrangements					



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Terms and Conditions of Hire of Facilities

1. The premises are accessible to wheelchair users or disabled persons, but only via the rear fire exit with access from the Princess Road East Backway. There are currently no accessible disabled toilet facilities. The ladies' only toilet is located on the first floor. Any booking request recognises these limitations.
 2. The charges for Facility Hire including the booking deposit will be determined from time to time by the Club Committee and current details are available on request. If the hire is for commercial or business purposes this must be disclosed on the Booking Form.
 3. Room Hire charges are non-refundable. The Booking Deposit will be returned after the event providing the hirer does not cancel, and there is no breach of these Terms and Conditions or any other specific conditions advised by the Club.
 4. All bookings must be requested by written and signed request using the current Booking Form and accompanied by the correct remittance unless other arrangements have been agreed in advance. The person signing the Booking Form is recognised as the "Responsible Person" for the booking, and referred to in these Terms & Conditions.
 5. Bookings are not to be considered "confirmed" unless and until written confirmation is received from the Club.
 6. The Responsible Person accepts that they are fully responsible for controlling admission to the event, the maintenance of good behaviour, assisting in the management of any emergency that may arise, adequately supervising children and young persons at all times, the full cost of hiring, the full cost including labour and materials of repairing, and generally putting right any accidental damage, non-accidental damage, undue litter, mess or other disturbance to and within the Club premises however or by whomever caused as a consequence of the hiring.
 7. While endeavouring to honour all advance bookings made, the Club reserves the right to vary or cancel any such booking in exceptional circumstances or in the interests of users as a whole, and in such circumstances undertakes to give the hirer notice and to refund any booking fee previously paid in full.
 8. The Responsible Person must comply with all relevant safety, health, fire, food hygiene and environmental health regulations; and the Club Rules, and must follow advice or instruction given by Club officials at all times.
 9. The Responsible Person must acquaint themselves with the safety arrangements, in particular for Fire Safety. Fire Exits (and doorways and passages leading to exits) must be kept clear and free from obstructions at all times.
 10. Windows and doors (including fire exit doors except in an emergency) must be kept closed during functions.
 11. The rear yard area is not included in any hire arrangements but may be used as a smoking area. This area is unsuitable for children and the Responsible Person must ensure children do not use it.
 12. Only food and drink purchased through the Club shall be consumed on the premises, unless specific permission has been granted, and this is included on the Booking Form.
 13. Entertainment and equipment being brought onto the premises (e.g. disco equipment) must be identified on the Booking Form, fit for purpose (e.g. PAT tested), in a safe condition and used responsibly. No naked flames, candles etc, are permitted. The Responsible Person is responsible for ensuring adequate insurance is in place for the event
 14. The Responsible Person shall not sub-let or use the premises for any purpose not specified on the Booking Form, any unlawful purposes or in any unlawful way nor do anything or bring onto the premises anything which is not fit for purpose and suitable for indoor use. Hirers must not carry out any repairs or modifications to Club equipment.
 15. The Club accepts no responsibility for any loss, damage or injury to any person or persons or their belongings or equipment.
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