

SPENCER SPORTS AND SOCIAL CLUB
Beanacre Rd, Melksham,SN12 8AG
Tel.01225 702216

Form No.....
Cash Receipt No.....
Date.....
Caterer Informed.....
Catering Booked.....

APPLICATION BY A MEMBER FOR USE OF CLUB FACILITIES FOR A PRIVATE FUNCTION.

Name..... Membership No.....

Address.....

Tel No..... Date and type of function.....

Numbers Attending (Min 100* – Max 180)..... * deposit withheld if attendance less than 100.

Facilities Required.....

Bar Extension (A £10 charge will apply).....All Drinks to be provided by Spencers

Catering to be provided by the Clubs Caterer unless otherwise agreed

HIRE CHARGES:

ALL DAY.....£50.00

EVENING ONLY.....£50.00

CHILDRENS PARTIES.....£50.00

LOUNGE BAR (FUNERALS etc).....£50.00

WEEKEND SKITTLE FUNCTIONS CHARGE DEPENDS ON TYPE OF FUNCTION

AN ADDITIONAL LEVY OF 10p PER DRINK IS CHARGED AT PRIVATE FUNTIONS.

1. A £100.00 to be paid on booking and £50 will returned if no damage has been done to the premises.

If the booking is cancelled the £50 **WILL ONLY BE RETURNED WHEN PREMISES HAS BEEN REBOOKED.**

2. The whole of the fee is payable **FOURTEEN DAYS BEFORE** the function commences along with a list of guests likely to attend. This fee covers temporary membership if booking the lounge bar.

3. The committee reserve the right to charge a fee to cover damage to the club premises, facilities or other losses arising out of the function, however providing the hall and premises are left in a satisfactory state and does not require additional cleaning etc the £50 deposit will be returned.

4. All emergency exits **MUST** be kept clear at **ALL TIMES**.

5. Naked lights (i.e. candles) cannot be used without prior consent of the management committee.

6. Emergency appliances are **NOT** to be removed or interfered with at **ANY TIME**.

7. The hirer cannot charge an entry fee without prior sanction from the management committee, if the entrance fee is sanctioned, an account for the function must be submitted within 14 days of the function taking place.

8. **PARTY POPPERS, STREAMERS AND SILLY STRING ARE NOT ALLOWED.**

Revised 11//03/11 By the Management Committee.