



Application for Function Room Hire

Name: Member No
.....

Address:
.....

Post Code:
.....

Phone: Mobile:
.....

Email:
.....

Event Date: Event Type:
(party etc.)

Start Time: No. Guests :(Max 100)
.....

End Time:
.....

Will you require use of any of the following:

Kitchen Facilities

Bar Facilities

Changing Room

All bookings are subject to a £50 non refundable deposit to be paid at the time of booking in order to secure your booking. The remaining balance, along with a £60 refundable damage deposit are due 30 days in advance of your booking. Failure to comply with these deadlines could result in cancellation of your booking and loss of your security deposit.

By signing this form I accept the terms and conditions of booking and apply to hire the function room as described above by placing a security deposit.

Signed:

Date:.....



FOR CLUB USE ONLY

Application Processed by Date.....

Requested Date Available: Yes No

Total Cost of Booking:.....

Holding Deposit paid Yes No

by Cash Cheque

Outstanding Balance:..... Due by:.....

Outstanding Balance Received Yes No

Damage Deposit withheld: Yes No

Reasons for above:.....
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Conditions of Booking Wymondham Town Football Club & The 1883 Bar

1. A security deposit of £60 must be paid upon application and the club reserve the right to withhold all or part of the deposit to cover any repair or additional cleaning costs.
2. The hirer will be responsible for all damage resulting from negligence or misuse of any equipment by entertainers, caterers or any persons attending the function.
3. The premises must be left in a reasonable state of cleanliness before the hirer vacates the building.
4. Hirers will be responsible for the behaviour of all persons attending the function.
5. No food is to be left on the premises
6. The bar will only be operated within the hours permitted by the license. Only alcohol purchased on site may be consumed.
7. The bar closes at 12:30am on Friday and Saturdays, and 10:30pm on Sundays. All music/entertainment must be finished by midnight with the hall cleared of all guests/entertainment by 1am.
8. Emergency exits must be kept clear at all times.
9. The club reserves the right to have a representative present at any time.
10. If the function is cancelled with less than one months' notice then the club reserves the right to withhold any fees paid.