

WELFORD ON AVON BOWLS CLUB LTD

GENERAL FUNCTION ROOM BOOKING FORM 2025

VAT No 275610555

Welford on Avon Bowls Club Ltd
 Mill Lane
 Welford on Avon CV37 8EW
 Tel: 01789 750531

Contact Tel: 01789 750531
 Email: info@welfordbowlsclub.co.uk

Please complete form and return to Club or email back to address above.

Date required <i>(7 days minimum notice)</i>		Time required	From: To:
Function Type			
Approx number attending <i>(max seating capacity is 80)</i>		Welford BC member?	YES / NO
Contact Name		Contact No.	
Address			
		Postcode	
Email Address			
Name of Organisation			

Room Requirements:

COMMUNITY USE	One-off bookings – all chargeable at minimum 3 hours		
Room hire/skittle alley	£15.00 per hour	<i>Number of hours = _____</i>	
Bar facility	£10.00 per hour		
Use of Kitchen (private or caterer use)	£5.00 per hour		
COMMERCIAL USE			
Room hire only	£25.00 per hour		
INDOOR BOWLS			
<i>(includes use of equipment & rink assistance)</i>	£6.00 per person	<i>Number of people = _____</i>	
Any special arrangements:		Total amount due:	£

Catering: A variety of cold and hot food can be supplied by our Club Caterer – Donna Millimono – or if you have a special request she will be happy to discuss. Donna should be contacted directly on 07538 896418 or emailed at donna.millimono@btinternet.com to confirm the booking and to arrange your menu and payment.

If applicable and you are not using Donna, what caterer will you be using: _____

The Club is not responsible for any food brought in by outside caterers. Any outside caterer must hold an up-to-date Food and Hygiene Certificate if using the kitchen (copy of Certificate to be produced).

Booking Conditions

- Provisional bookings will be held for 14 days. The deposit and booking form must be returned within this time or the booking will be cancelled and the room will again become available to hire.
- **A non-returnable deposit of £20.00 is payable to confirm booking.** *(If booking is within 14 days then full payment must be made.)*
- All cheques to be made payable to **‘Welford on Avon Bowls Club Ltd** or you can make a bank transfer to Welford Bowls Club (30-96-97 – 38675860) quoting reference as below.
- The balance of the monies must be paid prior to the event by bank transfer (using above reference again) or on the night to the bar personnel in cash, by debit/credit card or by cheque.
- All drinks to be purchased at the bar *(unless special arrangements have been made prior to the function).*
- **The Function Room and kitchen (if used) should be left in a clean and tidy state and all food and rubbish to be bagged and removed to the large bin outside entrance.**
(Hirer must ensure this is done before leaving the premises - unless otherwise arranged with the Club).
- Fire and Health & Safety procedures must be adhered to.
- For Health & Safety, all children must be kept under close supervision by a responsible adult.
- Any damage or breakages of the Club’s property will be charged to the Hirer.

Signed		Date	
Name		Position	

Method of deposit payment *(please tick as appropriate)*

- Bank Transfer** – *(Ref: Surname & date of event – eg Smith 040725)*
(Lloyds Bank – 30-96-97 – 38675860) **Date payment made:** _____
- Cheque** *(made payable to ‘Welford on Avon Bowls Club Ltd’)*
- Credit or Debit Card** *(only available in person at Club)*

Office use only

Booking confirmed		Bar person	
Deposit received		Balance due	£
Kitchen to be used	YES / NO	Club caterer to be used	YES / NO
Any special arrangements			