**WELFORD ON AVON BOWLS CLUB LTD**

**FUNCTION ROOM BOOKING FORM**

**VAT No 275610555**

Welford on Avon Bowls Club Ltd Function Contact: Carole Way

Mill Lane Contact Tel: 01789 750662

Welford on Avon Mobile: 07706 042577

CV37 8EW Email: bowls@boldlink.co.uk

Tel: 01789 772058

|  |  |  |  |
| --- | --- | --- | --- |
| Date required  *(7 days minimum notice)* |  | Time required | From:  To: |
| Type of function |  | | |
| Approx number attending  *(max seating capacity is 80)* |  | Welford BC member? | YES / NO |
| Contact Name |  | Contact Number |  |
| Address |  | | |
|  |  | Postcode |  |
| Email address |  | | |
| Name of Organisation |  | | |

**Room Requirements**:

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNITY USE** |  |  |  |
| Room hire/skittle alley | **£10.00 per hour** | *Number of hours = \_\_\_\_\_\_* |  |
| Bar | **£2.50 per hour** | *Minimum 3 hours* |  |
| Kitchen | **£2.50 per hour** | *Minimum 3 hours* |  |
| **COMMERCIAL USE** |  |  |  |
| Room hire only | **£20.00 per hour** |  |  |
| **INDOOR BOWLS**  *(includes use of equipment & rink assistance)* | **£5.00** **per person** | *Number of people = \_\_\_\_\_\_\_* |  |
| 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](mailto:donna.millimono@btinternet.com) to confirm the booking and to arrange your menu and payment.

**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 as above (30-96-97 – 38675860) quoting reference ‘**Function** and date’ (eg **Function 17 Sept**).
* The balance of the monies must be paid prior to the event by bank transfer or on the night to the bar personnel in cash, by debit/credit card or by cheque.
* Fire and Health & Safety procedures must be adhered to.
* For Health & Safety, all children must be kept under close supervision by a responsible adult.
* 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*).
* The Function Room and kitchen (*if used*) should be left in a clean and tidy state *(Hirer must ensure this is done before leaving the premises - unless otherwise arranged with the Club)*.
* All food and rubbish to be bagged and removed to the bins outside entrance.
* All drinks to be purchased at the bar (*unless special arrangements have been made prior to the function*).
* Any damage or breakages of the Club’s property will be charged to the Hirer.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name |  | Position |  |

***Office use only***

|  |  |  |  |
| --- | --- | --- | --- |
| Date booking confirmed |  | Bar cover arranged |  |
| Deposit received |  | Kitchen to be used | YES / NO |
| Full payment due |  | Club caterer to be used | YES / NO |
| Any special arrangements |  | | |