

BOOKING FORM FOR PRIVATE FUNCTIONS

Name.....

Address.....

Tel.....

Type of Function.....

Date of Function..... Time: From..... To.....

Access required from..... (Time putting up decorations is not normally charged for but must fit in with other commitments of the centre)

Number of Guests expected to attend..... (Maximum 200)

Fees. Up to 6.0 £25 per hour. Saturday/Sunday evening £120
All Day £150.

For a function of less than 70 the bar and balcony is offered for £70.

Children's Party £40

Licensed Bar £30. Bar Required YES NO (Please tick)

This is intended for a birthday party of about 30 small children Sat or Sunday afternoon and does not include the area forward of the partition or the stage

There is also a returnable deposit of £50 in addition to the above fees to insure against breakages and not leaving the building in a reasonably clean condition.

Full use of building with stage, back stage dressing rooms, Stage Lighting and Sound System must be negotiated with the committee.

Please tick facilities required

It is a condition of the entertainment licence that the bar closes at 11.0 prompt and that all guests are off the premises by 11.30 unless an extension 11.30 has been arranged.

Extension Required Yes No

Please Note: Eight Weeks Notice is required for an extension

If tables and chairs are moved they must be replaced at the end of the function and the building left in a clean condition.

Intoxicating liquor must not be purchased for children under 18.

If the bar has been requested please do not bring your own drinks on to the premises. This includes soft drinks.

***HURST COMMUNITY ASSOCIATION HAS A NO SMOKING POLICY**

This applies throughout the building.

Only use areas that have been allocated. Entry into other areas could set off the alarm and a charge will be incurred for the security company turning out.

I agree to the above conditions and enclose a cheque for the full amount of the booking and a cheque for £50, which is returnable. (The cheque for the booking may be post dated to one week before the date of the function.)

Signed.....

Please return this form to the booking secretary as soon as possible

D Barr
1 Epping Close
Ashton-u-Lyne
OL6 8UX

If you would like a receipt, please enclose SAE.

***In line with Government legislation it is illegal to smoke anywhere on the premises. In the event of a private function and no member of the executive committee being present, it is the responsibility of the person signing this form to make sure this rule is strictly carried out.**

Signed.....