

Grangemoor WMC: Event Function Room Booking Form

The Function Room at the Grangemoor WMC holds up to 140 people. The room is free to hire. A £100 refundable deposit is payable to secure your date.

Please fill in the form below along with your £100 deposit A receipt will be provided.

Please note a booking will only be confirmed when the deposit is paid.

If you do have any queries, please contact Bar staff on 01543300474 or Mandi Edwards on 07976 766119 for more information.

Please complete all fields in **BLOCK CAPITALS**

Your Details:

Date of Application: Membership No (if applicable)

Name:

Phone Number:

Email Address:

Postal Address:

Your Event:

Date: Occasion:

Start Time: End Time: Approx. No Guests:

Chair Covers? White chair covers can be hired for £20. If you wish to hire the covers, please tick this box:

Notes / Extra information:

Terms & Conditions:

- A £100 refundable deposit is payable upon booking to secure your date. We cannot hold any dates without a booking form and deposit.
- If you cancel your event, or fail to turn up, your deposit will not be refunded.
- Your deposit will be returned in full after your event providing the room is left in the condition it was hired. The Grangemoor WMC reserves the right to retain the deposit in full or in part, if any wilful damage is caused. Your deposit maybe withheld if there is any form of fighting or police attendance due to misbehaviour.
- For weekend bookings only, evening room hire is 19:00 – 00:00, last orders is at 23:30. Any music must cease by 00:00 (Midnight) at the latest.
- For Children's party bookings the use of boucy castles of any descriptions cannot be used.
- All children must be supervised in outside area's for health & safety regulations & our duty of care to children.
- All guests must use the side entrance direct into the function room and not the member entrance unless disabled access is required.
- Please ensure that any entertainment you have booked for your function hold valid test certificates and insurances for Health & Safety compliance.
- The use of smoke machines and bubble machines are not permitted
- Please check with bar staff when the room can be accessed to decorate / bring in food. All decorations must be hung with blu tack, no foil sprinklers are to be used.
- At the end of the function all food, cutlery, decorations etc must be cleared away into the black bin liners provided and put in the bins onsite.
- **No drinks** may be brought in and consumed on the premises unless prior permission has been granted by the Bar Manager. A 10 corkage fee applies.
- The Grangemoor WMC operates a zero tolerance drugs policy. We reserve the right to close down any party immediately if this policy is not adhered to.your deposit may be affected.
- So as not to offend the neighbours, the committee of the Grangemoor WMC politely request you leave the club as quietly as possible at the end of your function.
- The Grangemoor WMC will only use the data in this form for the purpose of your party booking.