

WATLINGTON MEMORIAL CLUB

20 HIGH STREET, WATLINGTON, OXON OX49 5PY

Office 01491 613972 Bar: 01491 613101

EVENT & FUNCTION ROOMS BOOKING FORM

Please complete below as applicable:

Name or Organisation:	WMC member number:					
Purpose of Function:	Date of Event:					
	Start time:	Finish time:				
Rooms Required	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Main Hall <input type="checkbox"/></td> <td style="width: 50%; border: none;">Kitchen <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Committee Room <input type="checkbox"/></td> <td style="border: none; text-align: center;">(Tick as required)</td> </tr> </table>		Main Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Committee Room <input type="checkbox"/>	(Tick as required)
Main Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>					
Committee Room <input type="checkbox"/>	(Tick as required)					
Bar Arrangements	<p>Please note that whilst there is a bar in the Watlington Memorial Club premises if you require its use during your function you must make arrangements direct with the current Tenant of the Bar who can be contacted on 01491 613101</p>					
Estimated attendance:	<p style="text-align: right;">(NOTE: MAXIMUM IN THE MAIN HALL IS 100 SEATED AND 180 STANDING - THE COMMITTEE ROOM SEATS 16)</p> <p style="text-align: center; color: green;">⇐ COMPLETE</p>					

Contact Details:

Name	Telephone
Address:	
Email:	
<p>I am aware of the fire procedures and of the emergency exits having read the notices on display. I will ensure those attending the function will be made aware of the fire procedures and of the emergency exits. I will be in attendance myself at the function at all times & have read & accept the conditions of hire on this form, or as additionally notified by the WMC</p>	
Signed:	Date:

Conditions of Hire

Payment

1. **All bookings require a deposit of £50 in the form of a separate cheque.** This will only be cashed following inspection if there are breakages or damage to property, repairs or cleaning are required or you have exceeded your booking time.
 - a. **Any breakages** of our furniture or crockery and any cleaning necessary will be additionally invoiced at full cost and this will be deducted from the deposit paid.
 - b. **All rooms** must be cleared and cleaned immediately afterwards, and failure to do this will result in a cleaning fee which will be deducted from the deposit paid.
 - c. **Everything** must be put back where it belongs, including chairs and tables. Chairs should be stacked no more than **8 high**.
2. **No booking will be accepted until full payment and deposit has been received and all cheques honoured. Confirmed bookings will be notified to you in writing by way of a copy of this booking form duly receipted by the Booking Secretary.**
3. **All fees** are payable to the Watlington Memorial Club
4. **Any hirers** wishing to cancel their bookings will be liable to a **£20 cancellation fee**.

Discounts and variations

5. **Member** rates as shown above will only be granted where the WMC Membership number is shown on the booking form.
6. **Recurring bookings:** For bookings of 10 weeks or more, the charge will be reduced to grant one free week. i.e. 10 weeks for the price of 9.

Alcohol and supervision

7. **Parties for under-18 year olds** require adult supervision at all times. The person making the booking will be responsible for any damages and specifically for preventing under age drinking and unacceptable behaviour.

Hall & rooms

8. **Fire exits** must be kept clear at all times.
9. **All cleaning** must be done immediately after your event has finished
10. Bluetack, Sticky Tape, Nails or Drawing Pins MUST NOT be used on walls etc. Hooks have been fitted to walls for any decorations.
11. Chairs in the main hall must not be stacked no more than 8 High at the back of the room and not in front of the radiators.
12. Tables must be washed down and put away.
13. Floors must be swept.
14. Rubbish must be put in Bin Bags and removed from the premises by you.
15. The premises must be vacated by 11 p.m. Mondays-Thursdays and by Midnight on Fridays and Saturdays.

Kitchen

16. Any crockery & cutlery used must be washed and put away.
17. Kitchen worktops and any equipment used must be cleaned and put away.
18. The kitchen floor must be swept and mopped
19. Dishwasher must be emptied that night.
20. Rubbish must be put in a bin bags and removed from the premises by you.
21. All cleaning must be done immediately after the booking and before the booking end time.

Bar

22. The Watlington Memorial Club Main Hall is annexed to a bar which is leased by a Tenant. The operation of the bar is therefore not within the control of the Watlington Memorial Club and any rules or regulations laid down by the Tenant must be adhered to by any person(s) using any of the function rooms in the building. Any requests for exclusive use of the bar in the Georgian Room or any Late Bar arrangements must be made with the Tenant direct.

Music

23. Music Levels must be kept within the sound levels defined by the Environmental Officer and be turned off by 10.45 p.m. Mondays to Thursdays and 11.45pm on Fridays and Saturdays.

Please Ensure Guests Leave Quietly

NAME:	
DATE OF EVENT:	
Start:	End:

CHARGES for the year ending 31/03/2011

PLEASE NOTE THAT THE RATES QUOTED ARE PER HOUR
THE MINIMUM NUMBER OF HOURS PER BOOKING IS 2

In calculating your booking, **time for setting up & clearing away must be included. If you exceed your booked time, this will be charged for and deducted from the deposit paid.**

↩ COMPLETE ↪				Office use	
MAIN HALL	Member/Section	Non-Member	No. of Hours		
Sunday to Thursday: 9 a.m. to 11 p.m.	£7.00	£12.00		£	
Friday and Saturday: 9 a.m. to 6 p.m	£10.00	£15.00		£	
6 p.m. to Midnight:	£15.00	£20.00		£	
KITCHEN	£20.00 per event			£	
COMMITTEE ROOM					
Any day 9 a.m. to 6 p.m.	£2.50	£5.00		£	
6 p.m. to Midnight	£2.50	£7.50		£	
DEPOSIT (MANDATORY)	Please forward a separate cheque for £50.00 which will only be cashed in the event of breach of any of the conditions of hire.			£ 50.00	
TOTAL				£	

Please send your completed booking form together with your cheque for the entire booking and a separate cheque for the deposit to Ms C O'Sullivan, 2 Sheldons Piece, Watlington, OX49 5JJ marking your envelope "Event Booking". You may also deliver your booking to the bar but collections from the bar are normally made once a week. You may complete the booking form and email it but please remember your booking will only be confirmed when your booking form is returned to you duly acknowledged and your cheques for the deposit and full payment (made payable to "Watlington Memorial Club") have been received. Please be advised that the Watlington Memorial Club cannot be held responsible for any event which you may organise without complying with these requirements.

KEYS: can be collected from Robin Holmes Smith at The Granary during business hours. They must be returned promptly at the end of the event or as arranged with the key holder at the time of collection.

KITCHEN ACCESS: access to and from the kitchen is by way of a separate door leading into the passage at the side of the building. A separate key will be provided if you have indicated on the booking form that you require the use of the kitchen.

WMC use only:

BOOKING CONFIRMED	Signed: _____	Date: _____
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