

**THE WATLINGTON CLUB**  
20 HIGH STREET, WATLINGTON, OXON OX49 5PY

**FUNCTION ROOM BOOKING FORM**

Please complete below: If you have questions please email to [thewatlingtonclub@gmail.com](mailto:thewatlingtonclub@gmail.com)

<b>Name or Organisation:</b>	<b>TWC member number:</b>	
<b>Purpose of Function:</b>  See Condition of Hire 3 below	<b>Date of Event:</b>	
	<b>Start time:</b>	<b>Finish time:</b>
<b>Rooms Required</b>	<b>Main Hall</b> <input type="checkbox"/>	
<b>Outside Entertainment</b>	<b>Are any 3<sup>rd</sup> parties (Bands, Disco's, Bouncy castles etc.) involved in the event? YES/NO</b> If so, see Condition of Hire 4 and 5 below	
<b>Bar and catering arrangements</b>	<b>Bar/Catering needs should be discussed with The Social</b>  Please contact the bar at <a href="mailto:victoria@watlingtonsocial.com">victoria@watlingtonsocial.com</a> and <a href="mailto:stephen@watlingtonsocial.com">stephen@watlingtonsocial.com</a> or 01491 613321 to discuss.	
<b>Estimated attendance:</b>	<b>(NOTE:MAXIMUM IN THE MAIN HALL IS 100 SEATED AND 180 STANDING)</b>	

**Contact Details:**

<b>Name</b>	<b>Telephone</b>
<b>Address:</b>	
<b>Email:</b>	
<p><b>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 &amp; have read &amp; accept the conditions of hire on this form, or as additionally notified by the TWC</b></p>	
<b>Signed:</b>	<b>Date:</b>

## **Conditions of Hire**

### **Membership**

1. **It is a requirement that all hirers and all of their regular users are members of our Club.** This can be done online at [www.watlington.org.uk/membership/](http://www.watlington.org.uk/membership/). The Watlington Club Membership number is needed on the booking form.

### **Payment**

2. All fees are payable to The Watlington Club via the Bank details below.
3. An additional £25 charge for evening social events has been added from Sept 18 to cover club costs e.g. cleaning for larger social events.

### **Public Liability Insurance**

4. **Bouncy castles or such entertainment are not to be used without specific permission.** They are not insured by the Club and will need either the company providing them or the event organiser to insure. The responsibility is with the hirer and certificates need to be sent to the Club prior to the event.
5. **Any equipment or 3<sup>rd</sup> parties bought in by the hirer need Public Liability Insurance.** They are not insured by the Club and will need either the company providing them or the event organiser to insure. The responsibility is with the hirer and certificates need to be sent to the Club prior to the event.

### **Alcohol, Food and supervision**

6. 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.
7. Alcohol can only be purchased from The Social and cannot be bought onto our premises.
8. Food can only be purchased from The Social unless specifically agreed otherwise by The Social.

### **Hall & rooms**

9. **Fire exits must be kept clear at all times.**
10. **All cleaning must be done immediately after your event has finished.**
11. **The toilets must be left in a good state, as you would expect to find them.**
12. Bluetack, Sticky Tape, Nails or Drawing **Pins must not be** used on walls etc.
13. Chairs in the main hall must not be stacked more than 8 high at the back of the room and not in front of the radiators.
14. Tables must be washed down and put away.
15. Floors must be swept and mopped as needed.
16. Rubbish must be removed from the premises by you. It is not to be put in the residential and commercial bins located at the Club.
17. The premises must be vacated by 11 p.m. Mondays-Thursdays and by Midnight on Fridays and Saturdays.
18. If the double doors at the back of the function room are opened, care is needed to ensure that they are correctly locked close.
19. Hirers need to ensure the back door is closed.

### **Music**

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 Clean Up After Using And Ensure Guests Leave Quietly

## CHARGES to 31/03/2019

### PLEASE NOTE THAT THE RATES QUOTED ARE PER HOUR

In calculating your booking, time for setting up & clearing away must be included.

MAIN HALL	Member	Charity member	No. of Hours	Cost
Sunday to Thursday: 9 a.m. to 11 p.m.	£7/hr	£0 *note1		£
Friday and Saturday: 9 a.m. to 6 p.m	£10/hr	£0 *note1		£
6 p.m. to Midnight:	£15/hr	£0 *note1		£
6pm to Midnight one-off surcharge	£25 *note 2	N/A	N/A	£
<b>TOTAL</b>				£

\*note 1 – The Watlington Club have a £10/year Charity and Volunteer Group membership which can be taken out at [www.watlington.org.uk/membership/](http://www.watlington.org.uk/membership/). When this is completed the booking form will need to be completed and sent to the club up front. No room fee will be required as part of The Watlington Club's support for local Charity and Volunteer Groups.

\*note 2 – The additional £25 charge for evening social events is to cover club costs including function room and toilet cleaning. This may be waived under certain circumstances.

Please complete the booking form, email it to [thewatlingtonclub@gmail.com](mailto:thewatlingtonclub@gmail.com) and make an electronic payment to Barclays Bank, sort code:20-39-53 Account number:93274683

Please be advised that The Watlington Club cannot be held responsible for any event which you may organise without complying with these requirements.

**KEYS:** Access will need to be arranged if your event is booked when the club is generally closed i.e. Sundays and Mondays.