

FUNCTION ROOM BOOKING FORM



Carterton Football Club
Kilkenny Lane
Carterton
OX18 1DY
Tel: 01993 842410

Date of Event: _____

Type of Event: _____

Number of people attending (Max 170): _____

Hirer's Name: _____

Address: _____

Contact Number: _____

Function Hall Open:		7.30pm					
Function Hall Close:		Midnight		12.30am		01.00am	
Bar Close:		11.30pm		Midnight		12.30am	
Would you like access to the hall to decorate?			YES	TIME:		NO	
If you require the club disco and DJ?			(Hire charge £100) Contact Cliff Grove - 07801845266				
Do you require use of the kitchen?			(Hire charge £50)		YES	NO	£
Hall Hire Deposit:			(Please read terms and conditions)			£150.00	
Hall Hire Charges:							
	Member:	1 x Bar Staff (Up to 50 people)		£50.00*			
		2 x Bar Staff (51 - 100 people)		£65.00*			
		3 x Bar Staff (101 - 150 people)		£75.00*			
	Non Member:	1 x Bar Staff (Up to 50 people)		£100.00*			
		2 x Bar Staff (51 - 100 people)		£130.00*			
		3 x Bar Staff (101 - 150 people)		£150.00*			
Childrens Party Saturday or Sunday afternoon 1 - 4			(Hall to be left clean and tidy)				
	Member:	No Bar	£25.00	1 x Bar Staff		£50.00	
	Non Member:	No Bar	£50.00	1 x Bar Staff		£100.00	
						total	

Terms and Conditions

1. Bookings cannot be accepted or confirmed until full deposit is received.
2. Confirmation of booking and receipt will be given/sent to hirer.
3. Hall hire to be paid at least 7 days prior to function date.
4. Due to VAT requirements all deposits will be banked.
5. Deposits can be collected two clear working days after the function.
6. All damages will be recovered from hirer's deposit.
7. Cancellation of function: More than one months notice will incur 50% hall hire costs.
Less than one months notice will incur 100% hall hire costs.

8. It is the hirer's responsibility to set up the hall for their function.
9. Decorations are not to be pinned to the walls (blutack only) or hung from the ceiling.
10. Kitchen must be left clean and tidy. If not a cleaning charge will be incurred.
- 11. For all 18th and 21st Birthday parties, an extra £50 is required for doorstaff*.**
- 12. For all 18th and 21st Birthday parties the bar will close at midnight.**
13. Food is not permitted for 18th Birthday parties.
14. Bar staff will request identification for the purpose of proof of age.

Please return the booking form together with deposit cheque to:

**Rob King
5 Orchid Way
Carterton
Oxon OX18 1JL**

01993 840724