

Date of event				<b>Carterton Football Club</b> <b>Kilkenny Lane</b> <b>Carterton,</b> <b>Oxon, OX18 1DY</b> <b>Tel: 01993 - 842410</b>	
Type of event					
Number of people of attending (max 170)					
Hirer's name					
Hirer's address					
Telephone numbers	Day				
	Eve				
	Mobile				
Function Hall: open	7.00 pm	7.30 pm	8.00 pm		
close	Midnight	12.30 am	1.00 am		
Bar close:	11.30pm	Midnight	12.30 am	£	
Would you like access to the hall to decorate				Yes / No	
Do you require use of the kitchen		(hire charge £ 50)		Yes / No	
Hall hire deposit	(please read terms & conditions)				150.00
Hall hire charges	Member	1 bar staff (up to 50 people)		£ 50.00	
		2 bar staff (51 – 100 people)		£ 65.00	
		3 bar staff (101 – 150 people)		£ 75.00	
	Non member	1 bar staff (up to 50 people)		£ 100.00	
		2 bar staff (51 – 100 people)		£ 130.00	
		3 bar staff (101 – 150 people)		£ 150.00	
Children's Party – Saturday or Sunday afternoon 12 – 4pm (hall to be left clean & tidy)					
Member	No Bar	£ 25.00	1 x Bar Staff	£ 50.00	
Non Member	No Bar	£ 50.00	1 x Bar Staff	£ 100.00	
				<b>Total amount enclosed:</b>	

### Terms & Conditions

1. Bookings can not be accepted or confirmed until full deposit is received
2. Confirmation of booking & receipt will be given/sent to hirer
3. Hall hire to be paid at least 7 days prior to function date
4. Deposits can not be collected until at least two clear working days after the function
5. All damage will be recovered from hirers' deposit
6. 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
7. Decorations are not be pinned to or hung from the ceiling
8. Kitchen must be left clean & tidy. If not a cleaning charge will be incurred

Hire deposit will be refunded after the function once the hall has been checked & approved no costs involved

Please send your completed form & Cheque (payable to Carterton Football Club) to **Carterton Football Club, Kilkenny Lane, Carterton, OX18 1DY**

ensure that your name, date of function is written clearly on the back of the cheque