

# LOUNGE BAR BOOKING FORM



**Carterton Football Club**

**Kilkenny Lane**

**Carterton**

**OX18 1DY**

**Tel: 01993 842410**

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of people attending (Max 70): \_\_\_\_\_

Hirer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Opening Time:	Friday -	7.00pm	Saturday -	8.00pm				
Last Orders		11.00pm		11.30pm				
Closing Time		11.30pm		Midnight				
Would you like access to decorate? (Not available before 7.30 on a Saturday)							YES	NO
Bar Hire Deposit:	(Please read terms and conditions)						£150.00	
Bar Hire Charges:								
	Member:	1 x Bar Staff (Up to 40 people)					£30.00	
		2 x Bar Staff (Up to 70 people)					£50.00	
	Non Member:	1 x Bar Staff (Up to 40 people)					£50.00	
		2 x Bar Staff (Up to 70 people)					£70.00	
Do you require the club disco and DJ? (Hire charge £50)								
						YES	NO	

## **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**