**Room & Function Room Enquiry and Booking Form**

**Event Details:**

|  |  |
| --- | --- |
| **Date of Enquiry** |  |
| Enquiry Taken by |  |
| **Event Type- Birthday, Wedding, Etc.**  **(18th Birthday parties not available)** |  |
| **Catering required (if applicable)** |  |
| **Event Day & Date** |  |
| Room to be Hired (Meeting rooms or Bar) |  |
| Estimated number of Guests |  |
| **Enquiry Call-back Date** |  |

**Client Details:**

|  |  |
| --- | --- |
| Name |  |
| Telephone details |  |
| Email |  |
| Address: |  |
| **Booking Agreed** | **Yes / No** |
| (If NO-brief reason) |  |
| **Agreed Deposit** | **£** |
| **Deposit terms\*** | **Refundable / Non-Refundable** |
| (If non-refundable-brief reason) |  |

**Client Booking Confirmation:**

|  |  |
| --- | --- |
| Deposit Paid | **£** |
| Balance to Pay | **£** |
| Balance to be paid by (Date) |  |
| **Event Day & Date** |  |

|  |  |
| --- | --- |
| **Organiser-Signature** |  |
| **Organiser-Capital Letters** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Club Confirmation** |  |
| **Date** |  |

**I confirm that I will, with best endeavours, supply an accurate list of names & postcodes of all event attendees prior to the event.**

**\*By signing this booking form, I agree to be subject to the Booking-Terms and Conditions of St Francis Sports & Social Club.**

**St Francis Sports & Social Club Booking-Terms and Conditions**

**Confirmed bookings**. Bookings are considered provisional until confirmed in writing with a signed St Francis Sports & Social Club (the Club) Booking Form.

**Event Organiser:** The organiser must be a member of St Francis Sports & Social Club, unless otherwise agreed by the Club at the time of the confirmed booking.

**Food and beverages.** All food and beverages consumed at the event must be purchased through the Club, unless otherwise approved by the Club prior to the event. Catering services can be provided by the Club for an event if agreed at the time of a confirmed booking.

**Payment terms.** Deposits are to be paid at the time of a confirmed booking. All other payments due to the Club are to be paid no later than the day of event, unless otherwise agreed in writing by the Club at the time of the confirmed booking.

**Damage to Club property.** The organiser shall be responsible for any damage caused by their guests at the event and also agrees to allow the Club to deduct all reasonable cost of damage from the organiser’s deposit, regardless whether the deposit was refundable or non-refundable.

**Force Majeure.** The Club shall not be held liable for circumstances beyond its reasonable control that prevent the Club from meeting its obligations in respect of a confirmed booking.

**Smoking Policy**. Smoking is prohibited on The Club’s premises with the exception of the designated smoking areas.

**Cancellation by an organiser.** In the event of a confirmed booking being cancelled by an organiser, within 2 weeks of a planned event, the organiser will forfeit their deposit unless otherwise agreed in writing by the Club.

**Cancellation by the Club.** In circumstances not covered by ‘Force Majeure’ above, the Club has the absolute right to cancel a confirmed booking at any time, if acting reasonably, it subsequently becomes aware of information, not known at the time of the original booking, which would have affected the Club’s decision to accept a booking.

**Club Car Parking.** All cars are parked at the owners’ risk and not the responsibility of the Club.

**Behaviour at the Club.** Whilst the organiser is deemed to be responsible for the behaviour of their guests at the event, the Club has the absolute right, acting reasonably, to request a quest to leave the premises or to refuse entry to a guest.

**Bar extensions.** Bar extensions can only be agreed by the Club prior to the event. The organiser agrees to provide assistance to The Club’s staff to ensure event guests leave the Club’s premises at the agreed time and to provide door cover if required at the event.

**Live music and Discos’.** Any live music or use of a disco at the event must be approved by the Club at the time of the confirmed booking.

**Special needs & disabilities.** Whilst the main bar areas are accessible at ground floor level at the Club, certain rooms are only accessible by use of stairs.

**Animals and pets.** Members or guests may not bring animals or pets on to the Club premises or to attend events at the Club, with the exception of ‘guide dogs’ which has been approved by the Club prior to the event.