

THE UNITED SERVICES CLUB



UNITED SERVICES CLUB
01255 240506



Function Room Booking Form

Name
Membership Number
Contact Number

Date(s) and times requested
Purpose of Hire <i>(Weddings are not free and will be charged on a different tariff after Committee agreement)</i>
Number of people expected <i>(we will need a full list of names before the event)</i>

Please tick facilities requires (Prices on application)		
Function Hall	<input type="checkbox"/>	<i>(Members of one year or more Discount)</i>
Doorman £50	<input type="checkbox"/>	<i>Compulsory for some functions</i>
Crock/Cut Hire	<input type="checkbox"/>	
Kitchen Hire	<input type="checkbox"/>	
Glass Hire	<input type="checkbox"/>	
Deposit Paid £50	<input type="checkbox"/>	members £25 deposit
<i>Wines can be supplied at reasonable prices</i>		

I have read the terms and conditions and agree with them and enclose £50 for the booking deposit

Name
Signature
Date

Terms and conditions of hiring the USC Function Hall

A £50 refundable security deposit is required payable in advance, this will be repaid in full subject to function room being left in a clean and tidy condition and no breakages having occurred
The hirer will also cover any additional damages that are not covered by the deposit

For 18th birthday parties, £100 deposit required, Plastic glass will be used, Drinks will only be served to people with photo ID, anyone caught drinking who is under age, will be asked to leave and it will be loss of deposit, a responsible adult will be required to be around at all times
You will also required an additional registered doorman that you will need to pay for

Cancellation

The booking fee will be refunded if cancellation is made at least 28 days before the event or if the club has to cancel for any reason, otherwise the fees will be kept by the club to cover costs.

All cancellations must be in writing

Catering Facilities

We have a fully equipped kitchen and this can be hired. The hirer shall provide their own tea, coffee, milk and sugar or food making supplies. The kitchen must be left in a clean and tidy state.

We can supply catering if needed subject to availability and at an agreed price.

Restriction of Access

The hirer shall have access to the Hall ONLY (and kitchen if hired) and shall ensure that their guests are not allowed to roam around the rest of the Club, List must be supplied (unless their members)

Children are not allowed in the main bar or snooker / dart / pool areas.

Time Limits

The bar shuts at midnight and guests must have vacated the premises by 12:45 a.m.

Drinks

Only drinks purchased at the Club can be consumed on the premises, if any wines, spirits, beers or soft drinks are supplied by the hirer then the Club will charge corkage.

PROHIBITIONS

The premises shall not be used for any purpose which is unlawful or which is capable of bringing the Club into disrepute, this includes gambling. The Club has a zero tolerance to drug abuse and any such report or finding will be submitted to the Police immediately. No preparations are to the walls or floorings. Any gifts or decorations have to be taken down after the event, USC will not accept any responsibility to store or remove them. Anti-Social behaviour will not be tolerated and any offenders will be ejected. The Club operates a NO SMOKING and NO VAPING policy, anyone flouting this rule will be asked to leave.

OVERSEEING THE EVENT

The hirer shall accept responsibility for the behaviour of their guests and monitor to ensure that all the club rules are adhered to. The Club will ask for the name of one person responsible to keep everything in order. This person should be made known to the Bar Staff so that they can relay any concerns they have during the event. The Club will supply an " overseer " at an agreed price to ensure that the Club's requirements are met through out the evening. The fee for this must be paid at the beginning of the evening and is not refundable.

United Services Club reserve the option to cancel bookings if circumstances change and will give notice and reasons for any such cancellation.