



SPONDON LIBERAL CLUB

FUNCTION ROOM HIRE



*Name:			
*Tel:		*Email:	
Please Describe your Event: ie children's party, adult party, wake etc:			
*Date Required		*Time Required (From & To)	
Number of Guests:	Children:	Adults:	
*Disco Required	Yes or No	*Buffet Required from the Club	Yes or No
Any other specific needs:			

Things to Remember once your event has been booked with the Club:

1. **Important: Pay Deposit £50.** Please contact the club approx **6 weeks prior** to your event to confirm the arrangements 01332 673755 or slclubsec@gmail.com (if no contact the club reserve the right to cancel your booking).
2. **Set up** is during normal opening hours (see below)
3. **Buffet** - the club can arrange a buffet if required (*Costs Applicable*); but you can also bring your own. For more information – contact the [Steward](mailto:slclubsec@gmail.com) (01332 363755).
4. **A disco** can also be arranged (*Costs applicable*) for more details discuss with the Steward.
5. **All drinks** must be purchased from the bar which will be open for your use.
6. **Purchase of Alcohol.** Anyone who is considered to be under 25 will be asked for proof of age.

Deposit: £50 is required at time of booking the room (See Cancellation Policy overleaf)

Members: There is no cost to a member for the hire of the room during **normal** opening times (*see below*) but a deposit and confirmation is still required.

Non Members: please check with the Steward for the cost of the room hire (slclubsec@gmail.com).

If you need to hire the room out of normal opening hours then there will be a charge for staffing. (*Check the costs with the Steward as this may vary*).

Normal opening and last order times are as follows:

Monday to Thursday	12.00 pm – 02.45 pm & 07.00 pm - 11.15 pm
Friday	12.00 pm – 02.45pm&07.00 pm – 12.15 am
Saturday	12.00 pm - 01.15 am
Sunday	12.00 pm – 11.30 pm (<i>Afternoon is Live Entertainment</i>)

For Office Use Only

Confirmed	Deposit Rec		Copy to Office	On Calendar
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IMPORTANT: Cancellation Policy

The £50 Deposit is fully refundable if your booking is cancelled **UP TO 2 weeks prior to the event.**

The Club reserve the right to cancel your booking if there is no contact 6 weeks prior to the event.

The Deposit will be returned in full to you once the room has been inspected for any damage (usually within 1 to 2 days).

If there is any damage to the Club's property then the full deposit of £50 will be withheld.

Once the event is booked please contact the club approx **6 weeks prior** to your event to confirm the arrangements 01332 673755 slclubsec@gmail.com

If there is no contact from you at least 6 weeks prior to the event the club reserve the right to cancel your booking

For Office Use Only

Confirmed	Deposit Rec		Copy to Office	On Calendar
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Updated: 08/10/2019