

West Heaton Bowling, Tennis & Squash Club



Prince's Road, Heaton Moor, Stockport SK4 3NQ

0161 432 2313 or email west-heaton@hotmail.co.uk

BOOKING FORM: PAVILION ROOM HIRE FOR PRIVATE FUNCTIONS

Please read carefully all 3 pages of this application form before completing. Application must be in person only using this form. Unfortunately we do not take bookings on line.

<p>Name and contact number of Club Member and signature:</p> <p>All bookings must be supported by a club member.</p>	<p>Print Name:</p> <p>Contact Number:</p> <p>Name and Signature of member:</p>
<p>Name of person booking the room:</p> <p>Contact numbers please including a mobile number if available:</p>	<p>Print Name:</p> <p>Signature:</p> <p>**</p>
<p>Address including postcode:</p>	
<p>Date and day of event:</p> <p>£50 room hire - enclosed:</p> <p>Plus £50 deposit for any damage or breakages incurred - enclosed:</p> <p>£100 for commercial events:</p> <p>Free for charities and post funerals</p> <p>Signature of Bar Chair/Steward</p>	<p>**</p> <p>Cheque/cash received: Yes / No</p> <p>Cheque/cash received: Yes / No</p> <p>Cheque/cash received: Yes / No</p> <p>Name of charity:</p> <p>.....</p> <p>.....</p> <p>.</p>
<p>Start and finish time required (see below for all timings, including normal bar times)</p>	
<p>Occasion e.g. birthday, wedding, christening, dance, dinner etc??</p>	
<p>Number of guests (max 80 guests for licencing regulations).</p>	

This completed form should be brought in to the Bar Chair or Bar Steward in person as they are the only people who can check and book your event with a proviso that it will need the Club's Executive Committee to approve your event hire, (usually within 2 weeks). Thank you. Please read all instructions below carefully. It is best to phone and make appointment with Bar Chair or Bar Steward, thank you.

Booking the club pavilion and/or bar: We ask you to complete the form above and call in to speak to the Bar Chair or Steward personally to discuss and pay both the booking fee (£50) plus the deposit fee (£50). The Deposit fee may be retained to cover damage, extra cleaning costs or extra bar costs (e.g. due to late vacation of premises).

- All booking applications are provisional and can only be decided by Executive Committee, usually within 2 weeks. (Fees are refunded if event cannot be accommodated. (Bar Steward to enter in club diary once approved and booking fee is then non-returnable). If no damage is done to club property after the event, then your cheque/cash deposit will be returned to you once Exec have approved this. (Spare application forms are held by the bar staff or can be printed off from the West Heaton website at www.west-heaton.co.uk).
- Please note we do not accept bookings for 18th or 21st Birthday parties.
- We require at least two weeks' notice for booking and approval, except for post-funeral reception.
- In the case of **post-funeral reception** please contact the club direct on 0161 442 2313, or email west-heaton@hotmail.co.uk
- Under the terms of our licence the person booking the event with you must be a member, or be supported by a club member.
- You will have the use of the pavilion, kitchen, toilets, bar facilities only as the bar lounge is for use by members only.
- Access use to the patio and lawn is available providing these are not being used by members at an official club event. (Please do not move the chairs and tables around outside thank you in case members wish to use).
- **It is the responsibility of the person who has booked the pavilion to make sure the room is left clean and tidy. All chairs and tables put back etc. In the event this does not happen your £50 cheque/cash deposit for breakages, damages and non-tidying will not be returned to you.**

- You may decorate the pavilion to suit your event. Any balloons and decorations to be taken down at end of the event. Please avoid any damage to walls, ceiling and pillars, and we ask you not to use nails, drawing pins, cello tape, or blue tac on the walls thank you. The kitchen must be left clean and tidy for next users. Please bring enough bin liners to take away any rubbish. Rubbish can be disposed of in the blue SSK bin at the end of the car park thank you.
- **We can accommodate live entertainments** as we have enough power points available. Please make secure any cables so nobody can trip over. Please be aware we are surrounded by residential properties and the sound level should be reasonable. At 11pm the Steward/bar staff will close all windows and doors. Please ask anybody outside to be respectful and quiet too. Events/music must finish by 11.45 pm and everything and everyone tidied and vacated by 12.30 am. It is your responsibility to announce to your guests at 11.45 pm that event is now finished and to please leave quietly so not to disturb our residents, thank you. (These are all conditions of our private members' club licence).
- There is no smoking (including e-cigarettes) within the club buildings.
- **Club Caterer:** Andy Chadderton from The Little Hatch Café. Offers a range of hot and cold menus. Has a 5* food hygiene certificate. Telephone, 07527 532 995 or andyhad1@live.co.uk or his website. If using another caterer please ask them to enter their information into the white 'Safer Food folder' held in the kitchen for SMBC Environmental Health regulations.
- **Commercial events:** We have a data projector and screen available. Have a link for laptop or Ipad to show presentations or photographs. The connectors you will need are to link to a VGA cable. Please check in plenty of time.
- **Charity events:** We are happy for you to charge for entry. We do not allow organisers to charge an entry fee for other events.
- **Parking:** If car park becomes full, care should be taken not to obstruct resident's garages, drives or cause inconvenience please. Please inform your guests.
- **Bar Service:** If you wish to offer your guest a 'free bar' and to a particular time or fixed amount, this can be arranged with prior payment. Please let your guests know that we do not have facilities for card payments at present. **All drinks (including non-alcoholic) must be purchased from our club bar and not be brought in. You, as the person booking will be asked to stop your guest drinking their own drinks or ask them to leave.** Our bar staff are there to make your event run smoothly. Please give them respect they deserve.

- **Bar timings:**

For evening functions, the bar closes at 11.15pm (last orders 10 minutes before).

Event/music to finish promptly at 11.45pm. Everyone to vacate by 12.30 am.

For Sunday daytime functions the bar is open 1pm to 5pm. (last orders 10 minutes before).

Everyone to vacate by 5.15 pm please.

All other timings to be discussed with the Bar Chair or Bar Steward.

Thank you – West Heaton Executive Committee and General Committee

July 2017