

BOOKING FORM FOR FUNCTION HALL



Airport Service Road
Portsmouth
PO3 5PB

Tel Club: 023 9222 7414

Tel Club (evening): 023 9222 7411

Email: Manager@BroadOakSocialClub.net

Web Site: www.broadoaksocialclub.net

PLEASE NOTE: Bookings are only accepted on the conditions set out in the "Terms of Booking". Please read them carefully to avoid any misunderstanding at the time of your function.

Day & Date of Event: _____ day ____/____/201__ Evening / All Day

Type of Event: _____

Numbers Attending: Members _____ Guests _____
(Note: A maximum of 150 persons can be accommodated)

Time Required (24hr clock): Start ____:____ Finish ____:____

APPLICATION FOR BAR EXTENSION: YES / NO (Normal finish time 23:00) (FEE £30)

Bar extension approved by Club Manager: Signature: _____

Member's Full Name: _____

Membership Number:¹ _____ (Account number)

Member's Address: _____

Post Code: _____ Tel: _____ (Home / Work)

Mobile Phone Number: _____

Booking taken by Staff name: _____ Date: ____/____/201__

Fees Received: £

Hall Hire _____ .00

Kitchen Hire _____ .00

Bar Extension _____ .00

TOTAL _____ .00 Paid to bank week no: _____

I have read and accept the Terms and Conditions of booking as defined on pages 2 and 3 and I understand that I am bound by the Rules of the Social Club. I shall submit a full list of names of those attending at least two weeks prior to the function.

N.B. All fees are non-returnable, including kitchen and bar extension.

Signature of Hirer: _____ Date: ____/____/201__

Signature of Steward: _____ Date: ____/____/201__

¹ If you don't have it available e-mail MemSec@BroadOakSocial.org or phone Club or ask staff when presenting form.

Plasma Screen

If you'd like us to display a welcome message, birthday greeting, etc on the Plasma Screen in the foyer, please include details in the box below. Alternatively you may supply your own Power Point Slide Show or pictures to be included. These can be e-mailed to: Jon@BroadOakSocialClub.net
There is no charge for this service.

Please enter you message below.

If using the message service please provide an e-mail address so that we can send you a copy of the message for approval

Advertisements

Suppliers listed below have consistently provided a high standard for products or services to the Club and have proved popular with our members and customers. *Please note that these suppliers have no connection with the Club and all contracts are between the Hall Hirer and the Supplier.*

Pompey Pigs

07812 421 406

Pompey Pigs supply all catering services for our very popular Hog Roast held every August here at the Club. The food and presentation are absolutely first class. If you want something a little different for your Wedding Reception or Birthday Party then do consider this locally based professional company with over 20 years experience. They also provide a range of buffet options.

For more details see our website (Hall Hire page) or visit Pompey Pigs at www.pompeypigs.co.uk

Skyline Disco

07881 526 501

"We cater for all tastes of music, we can do themed nights, school discos, jive discos, we can also cater for the older generation, weddings, birthdays, etc. We normally send out a booking forms asking about music tastes and the dress code for the evening. We have invested in smart blue shirts and black polo shirts to dress accordingly. We have up to date light curtain and lights, however, we still do things the old fashioned ways by bringing with us nearly 1000 cd's." ~ David & Gloria

For more details see our Website at

<http://www.skylinedisco.info/>

Dawn's Creative Cakes

07798 687 736



Bespoke Cakes made for all occasions

There are many more examples on my Website: <http://www.dawnscreativecakes.co.uk/>

E-mail: dccakes@btinternet.com

INTENTIONALLY BLANK

CURRENT FEES

- | | | |
|----|-----------------------------|--|
| 1. | Private Functions | |
| | Friday & Saturday evenings | £ 210.00 (18:00 start) <i>NOTE 1</i>
+ £20.00 per hour for earlier start times
+ £50.00 deposit against Terms of Booking |
| | Sunday to Thursday evenings | £105.00 |
| 2. | Sections & Sub-Sections | £75.00 <i>NOTE 2</i> |
| 3. | Kitchen Facilities | £25.00 (for preparation of cold buffets etc)
£35.00 (for use of cooking facilities etc) |

NOTES:

1. Function Hall Bar Tariff is subject to a private event surcharge on Member's Bar Prices.
2. Include Company and Associate Member Sections as well as Sport Sub-sections.
3. Cheques made payable to "Broad Oak Sports and Social Club" and supported by a Bankers Card. Credit and Debit cards accepted for transactions over £50.00
4. Extended bar hours for special events will be agreed with the Club Manager on submission of booking form.
5. **No bookings for 18th Birthdays will be accepted.**

TERMS OF BOOKING

1. The full fees must accompany this Booking Form. In the event of a cancellation, this sum will be forfeited.
2. If any bottles of wine are brought onto the premises a corkage fee of £3.00 per 70cl or 75cl bottle or £6.00 per 1.5L bottle and pro rata will be charged. (This will normally be limited to a maximum of 24 bottles).
3. All catering arrangements are to be agreed with the Club Manager. This includes the use of the kitchen, which is subject to an extra charge as shown on the accompanying list of current fees.
4. Hirer's must be fully paid up Member's of the Social Club to book the Function Room for private events. Membership number must be stated on the Booking Form.

CONDITIONS OF BOOKING

These conditions are set out to ensure that the legal obligations of the Social Club are met and that the rights and property of the Club Members and Staff are given due consideration.

1. The Hirer of the premises accepts full responsibility for the conduct of all attending the function, and will eject anyone conducting him or herself in a disorderly manner.
2. Drinking up time of TWENTY MINUTES is allowed after the bar ceases service.
3. If anyone still retains their drinks at TWENTY MINUTES after the bar closes the function will be immediately terminated and the deposit paid will be forfeited.
4. The function will be terminated and the deposit forfeited in the event of any breach of the peace or any aggression displayed towards the staff.
5. The Hirer is responsible for ensuring that all attendees leave the premises in an orderly and timely manner.
6. The Hirer will ensure that all attendees are acquainted with these Conditions of Booking.
7. The deposit of £50.00 must be paid BEFORE the function commences, either in cash or a cheque supported by a Bankers Card. (Deposits will be returned by post, after the function provided the Conditions of Booking have been fulfilled.)
8. The Hirer's liability for damages is not limited to the £50.00 deposit. In the case of wilful damage the Club will take appropriate action to recover the cost of repairs or compensation. Deductions will be made for any unreasonable cleaning, e.g. sickness, food stains etc.
9. ALL catering arrangements, including kitchen facilities and barbeque, are to be agreed with the Club Steward. The hire of the kitchen costs extra and will not be available before 11 am.
10. The kitchen must be left as found and any extra cleaning costs incurred will be deducted from your deposit.

Please note that any outside caterers used MUST BE ABLE TO PROVE THAT THEY ARE REGISTERED WITH THE LOCAL AUTHORITY.
11. The Manager has a list of D.J. names and phones numbers.
12. A full list of names of those attending is to be submitted at least ONE WEEK prior to the function.
13. Any persons attempting to purchase alcohol for under 18's or under 18's attempting to purchase alcohol, the function will be terminated immediately.

This page to be retained by the hirer.