



Name of Hirer:	Membership No:
Address:	
Contact Telephone Number(s):	
Email Address:	
Name of Responsible Person (if different from Hirer):	
Address:	
Contact Telephone Number(s):	

Reason for Hire:	Date/Time
event:	
Number of People Attending:	Food Required: YES/NO

For 21st Birthday Parties please supply Name, Address and Contact Number(s) of TWO people who will be responsible to ensure the behaviour of Guests. They must be made known to the Manager at the start of the party.

PLEASE NOTE: BOOKING IS PROVISIONAL UNTIL RETURNED WITH DEPOSIT

HIRE FEES	MAIN BAR (Capacity 170 Buffet Style)	COUNTY BAR (Capacity 70 Buffet Style)
Member - Evening or Half Day	130.00	110.00
Member - Evening with Bar Extension to 24.00	190.00	160.00
Non-Member - Evening	260.00	210.00
Non-Member - Evening with Bar Extension to 24.00hrs Or Full Day	320.00	260.00
Non-Member - Half Day	210.00	150.00
Hourly Rate (minimum 2 hours)	70.00	60.00

- All the above prices INCLUDE VAT at the current rate except when an invoice is required. For business hire, VAT at the current rate will be in addition to above prices.
- A non-refundable deposit of 50% of the total hire fee is enclosed to confirm booking £.....
- Balance to be paid seven working days before the event.
- A refundable deposit of £200 is required to cover any damage to Club property (this includes carpet cleaning if required).
- Terms and Conditions are on page 2.

I agree to hire the room specified above on the terms shown above and on page 2 and agree to pay the cost of replacement or repair of any damage caused by those attending.

Signed by Hirer:..... Date:

For Office use only:

Date	Hire	Refundable Deposit	Catering	Bar Extension	Cash/Cheque/Card	Total	XL
	Deposit Refunded						

TERMS & CONDITIONS

- Hirer / Responsible Person must be present throughout the evening: To ensure the good conduct of guests; to carry out any requests of the Bar Steward / Club Official. Requests to adjust the music volume, no under age drinkers and to ensure all guests leave quietly.
- The Hirer agrees to indemnify Uxbridge Sports Club against bodily injury, any loss or damage to property or expenses sustained by the Hirer or Hirer's guests arising out of the use of the premises.
- The Hirer is responsible to ensure that parents of any children attending keep them supervised at all times and not allow them to interfere with any sports played by club members or to enter any of the playing facilities.
- List of guests to be supplied to Manager four days before event.
- Hirer must be a member for a minimum of twelve months to be eligible for members hire fee.
- Company hire cannot be booked on personal membership.
- Charity events- letter from the charity on headed paper to include charity number, £50 deposit required, this will be refunded if the event goes ahead.
- Junior, student or corporate members are not eligible for discounted room hire.
- Hirer may NOT supply own food or drinks – Menus available from club caterers.
- The premises must be vacated no later than half an hour after the bar closes.
- DJ equipment must be removed on the same day of the event.
- Birthday parties under the age of 21 will not be accommodated.
- **Alcohol must not be purchased for guests under the age of 18 years.**

The bar Steward / Club Official has the right to shut down the event if these terms are not adhered to. Evening room hire starts from 7 pm. Capacity buffet style: Main Bar 170 County Bar 70 Max.

Half-day hire is from 9am till 1pm and 2pm till 6pm