



# Leek Wootton Sports Club

Off Quarry Close, Leek Wootton, Warwick, CV35 7QJ | 01926 852231

## 2024 Booking Form

### Booking Details

Name of Booking Organisation / Party		Function / Occasion	
Name of authorised representative		Date of function	
Address		Start Time	
		End Time	
		Caterers?	Yes / No
Telephone		Early access required?	Yes / No
Email		Proposed arrival time	

### Venue Requirements

Item	Cost (circle as appropriate)		Comments
	Mon – Thurs	Fri – Sat	
Snug Bar <sup>1</sup>	£35	£50	
Main Lounge <sup>1</sup>	£60	£100	
Use of Kitchen	£25		
Skittles Alley	£15		
Bar Staff <sup>2</sup>			
Other <sup>3</sup>			
<b>Total Cost</b>	£ _____		

<sup>1</sup> It is not possible to book both the Snug Bar and the Main Lounge for the same event as we are required to keep part of the club available for members whenever the club is open for use.

<sup>2</sup> One member of bar staff is included in the room hire cost, but where additional bar staff and / or glass collectors are required there will be an additional cost - £12.50/hr for additional bar staff and £10/hr for glass collectors.

<sup>3</sup> Other facilities / services (e.g. unlimited use of the pool table) can be provided subject to agreement in advance.

## Payment Details

Payment can be made via BACS, or in person by card (at the bar during standard opening hours). If you wish to pay by BACS our bank details are as follows:

Account Name: Leek Wootton Sports Club | Sort Code: 30-94-93 | Account Number: 01884444

Please add a reference of 'Booking' and the date of your event when paying via BACS.

## Club Hire Conditions

1. To secure a booking a 50% (non-refundable) deposit must be paid at time of booking, no booking is confirmed until this is paid. The balance should be paid at least 1 week in advance of the event.
2. The club is in regular use and the Committee expect the premises (including the main club room, kitchen and toilets) to be left in a clean condition after a function. The Bar Manager or Staff on duty will oversee this aspect with the hirer. Should the room require cleaning or damage/breakages noted you will be advised and a method of payment/recompense agreed.
3. No beverages other than those supplied by the club may be consumed on the premises.
4. The 'authorised representative' named overleaf is wholly responsible for the behaviour of the persons attending the function. Young people under the age of 18 are not permitted to purchase or consume alcoholic drinks on club premises.
5. Hirers should be aware that, as a private members club, the exclusive use of the facilities is not permitted under our licence. Club members will be allowed to use the premises during opening hours whether or not a function is in progress. In such circumstances members will be asked to use the Snug Bar during times where the Main Lounge is being hired and vice versa.
6. The Club is restricted to the opening hours as stipulated by its licence. The Club's licence restricts any application for an extension to the licensed opening hours for private functions. All users are respectfully requested to observe the licencing laws.
7. When music is provided for a function all such entertainment shall cease at 12.00 Midnight – This is to provide due respect to our immediate neighbours.
8. If the Club Car Park is full please ensure that your guests do not park along the private garages which are adjacent to the club so as not to restrict access to them in any way. The car park in front of the Village Hall is available for your use, entrance to this car park is on the Warwick Road.
9. Please note that as of May 2024 Leek Wootton Sports Club operate a cashless bar meaning that all payment must be made by card.
10. The Committee reserve the right to cancel a booking and refund any monies paid at any time prior to the function if this appears necessary.

## Agreement

I, as authorised representative for this booking, accept the above terms and conditions.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_