

BOOKING FORM

Civil Service Sports & Social Club.

Telephone. 0117 9514259. E Mail. bcssc@btconnect.com

Name _____ Organisation _____

Address _____

Contact Telephone Number _____ Mobile Tel. Number _____

Purpose of Hire _____

Maximum number of people attending: Adults _____ Children _____

1. Room to be Hired: Lounge / Function Room / Skittle Alley / Sports Field £ _____

2. Out Outside Electricity required? Y / N £25 / £0

3. Kitchen use of Gas / Electric. **Heating only NOT Cooking.** Required? Y / N £25 / £0

Please delete above as appropriate.

Day & Date of Hire _____ Start & Finish Time _____

Total Hire Cost 1+2+3 above. £ _____

Hire Charge Deposit: (50% total charges) £ _____ to be paid at the time of booking.

Balance: £ _____ to be paid no later than two weeks before the function or event.

Damage or breakages deposit: £100 to be paid with balance. This will be returned to the person Booking, (please collect). A cheque is acceptable and will not be cashed if no serious damage occurs.

The person booking the function is responsible for the good conduct of each and every guest attending, including the behaviour of children. You will be accountable for any misconduct, which takes place.

The CSSC upholds the right to refuse entry to any person attending a function. If any guest has been barred or refused membership from the CSSC previously, this may affect that person attending your function.

ACCEPTANCE STATEMENT

I accept the cost and the conditions of hire, as printed on this booking form, including overleaf, and I Would like to proceed with the booking.

Signed _____ Date _____

Telephone: 0117 951 4259 Email: bcssc@btconnect.com Website: www.csscbristol.co.nr
Filton Avenue, Horfield, Bristol, BS7 0AT

TERMS & CONDITIONS OF HIRE

- 1) Hirers & their guest are asked to respect the privacy and right to peace and quiet of local residents when leaving the car park.
- 2) CSSC does not accept any responsibility or liability in respect of any damage, loss or theft of private property brought into or left on the premises or in the car park.
- 3) CSSC reserve the right to terminate any function, if the Management are concerned about any aspect of the function.
- 4) CSSC reserve the right of entry to any part of the club at all times.
- 5) The person hiring the room or rooms within the premises shall be held responsible for the effective supervision of guests and arrangements of the function during the hire period.
- 6) The hired rooms must be vacated promptly, at the time when the booking expires.
- 7) The person hiring, is responsible for leaving the room / rooms in an acceptable condition. All food and decorations must be removed. All tables must be cleared of party fare. All rubbish must be placed in refuse bags, which will be provided.
- 8) Your guests cannot enter any part of the club, which is exclusively for Members.
- 9) Fire doors must be kept clear at all times and must be kept closed to reduce noise for our neighbours. The fire doors must not be opened except in an emergency, or by anyone leaving the function or leaving for a smoke break.
- 10) Food safety & hygiene is the responsibility of the person hiring the rooms. Please take all necessary precautions to guard against contamination.
- 11) Personal alcohol must not be brought onto the premises. Only alcohol and soft drinks purchased at the bar may be consumed.
- 12) No one under age is permitted to drink alcohol. Bar staff may use their discretion to request proof of age, if anyone appears under the age of 18. If drinks are found to be purchased, for anyone under the age of 18, the hire will be terminated.
- 13) The bar staff have the right to refuse to serve anyone, when, in their opinion further consumption of alcohol would be of harm to them, or where individuals have been abusive or aggressive to staff or other guests.
- 14) The hirer is responsible for any damage or breakages occurring during the function and in serious cases the Damage Deposit will not be returned should this occur.
- 15) Special Effects** such as, Smoke, Dry Ice, Fireworks, "Party Poppers" & Spray streamers **are not allowed.**
- 16) Posters or decorations can only be attached to any surfaces within the premises, if prior permission has been obtained.
- 17) Should the event or function be cancelled, deposits will be returned, provided that 8 weeks notice is given. Or if less than 8 weeks notice is given, provided that the room / rooms are re-let. If neither of these conditions apply, the deposits will be forfeited.
- 18) The CSSC does NOT accept any liability arising out of any action or omission of the Hirer or any servant or agent of the Hirer during the period of hire of the premises.**