

Stafford Boat Club Ltd.
Maplewood, Wildwood,
Stafford, ST17 4SG
www.staffordboatclub.co.uk

FOR OFFICIAL USE ONLY		
Function Date		PAID
£50 deposit by -		
Remainder By -		
£60 Damage Dep. By		

Dear Sir / Madam

Thank you for your enquiry concerning booking the Clubhouse and facilities for a private function. We will try and fulfil your requests, as set out below, to the best of our ability. You are therefore asked to complete the form providing as much information as you are able at this time, and to return it to the above address as soon as possible. Following the return of your form we will confirm the booking and payment details etc. Please do not include any payment with this form.

TYPE OF FUNCTION.....

DATE OF FUNCTION *PREFERRED START TIME* *PROPOSED FINISHING TIME*

WHAT TIME DO YOU WISH THE BAR TO BE OPEN FROM

Hot drinks can be purchased from the bar.

WHAT TIME DO YOU WISH THE BAR TO CLOSE 11pm **OR 11.45pm**(Please tick as appropriate)

APPROX. NO. OF PERSONS THAT WILL BE ATTENDING

ROOMS REQUIRED - Please tick as appropriate

MAIN ROOM (includes bar facility) - for Max. 80 people	
COMMITTEE ROOM (Takes total to 120 people with Main Room)	
KITCHEN	

YOUR ENTERTAINMENT - Please tick as appropriate **Name and contact number for entertainer**

DISCO		
LIVE GROUP		
OTHER (Please specify)		

YOUR CATERING ARRANGEMENTS (If any) - Please tick as appropriate

BUFFET		<i>Please note we do not provide cloths for the buffet tables.</i>
SIT DOWN MEAL		
OUTSIDE CATERER ?		<i>Name and contact number for caterer</i>

Do you require glasses for a toast and /or welcome drink?	Bubbly?		Wine?	
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NB - The Club does not charge for the use of these glasses nor corkage, therefore there is a strict limit of 2 x 75cl bottles per 10 people; hirers are expected not to exceed this allowance, and that they and their guests buy all other drinks from the bar.

Name & Address of person making this application : Mr/Mrs/Miss/Ms

Telephone No

.....**Post Code**.....

Email address.....

HIRERS ARE REMINDED THAT CHILDREN UNDER 16 YEARS OF AGE MUST BE UNDER THE SUPERVISION OF AN ADULT WHEN ON THE PREMISES*

***PREMISES = Both inside & outside the Clubhouse especially anywhere near the canal or moorings**

HIRE FEES 2017/18 (All prices exclude 20% VAT)

Main Room & Bar	-	£180.00 per hire period (ie morning, afternoon or evening)
Committee Room	-	£70.00 per hire period (ie morning, afternoon or evening)
Kitchen	-	£50.00 per hire period (ie morning, afternoon or evening)
For consecutive periods of hire	-	50% reduction on the second hire period

Daytime through to and including evening - Wedding Reception using all rooms & kitchen - **£450**

Sunday afternoon Christening parties (Main Room only, start after 3.00pm - max. 3hours) - **£100**
(kitchen @ £30 as share use with members)

After funeral function (Max. 3 hours) - **£100** - Main Room - Kitchen is an additional **£50**

BRIEF RESUME OF THE MAIN CONDITIONS OF HIRE

1. If use of the Committee Room is requested it may also be used by some of our members during the event, although they will in no way interfere nor join in with your function.
2. That you take all reasonable steps to contain activities within the limits of those parts of the premises being used, and to avoid nuisance to other users of the premises and neighbours, especially as your guests leave the site.
3. That your entertainer ceases the music, and that you and your guests vacate the premises at the times given in the Confirmation of Hire letter which will be sent to you following approval of the hire by the Club management committee.
4. That your entertainer holds Third Party Public Liability Insurance.
5. That you (or your caterer) remove and dispose of all food remains, table cloths, decorations etc. The Club bin on the car park can be used for bagged rubbish. If hire of the kitchen is requested, all utensils, crockery, cutlery etc must be left in a clean condition and returned to the cupboards etc. where they were found plus refuse taken out.
6. **Payments - PLEASE DO NOT INCLUDE PAYMENT/S WITH THIS APPLICATION FORM**
You will receive notification of payment etc from the Secretary. This will include a request for a deposit of £50 from the full hire fee, the remaining fee to be paid six weeks before the function (50% of the total hire fee will be retained in the event of the booking being cancelled within seven days of the function).
A damage/cleaning deposit of £60 will also be requested to be paid by cheque six weeks before the event. This will be destroyed following the function if the Clubhouse and its environs have been left in an undamaged condition.
Damage to the premises or equipment will be repaired or replaced by the Club at your expense. Also you will be charged for any actions or events that cause the Club additional work or expense.
7. Responsibility will not be accepted in respect of hirers or individual's equipment or personal belongings.
8. You will have access to the venue well before the start of your function for you to bring food, decorate the room etc.
9. The Club will provide glasses (if requested) for your own bubbly or wine as a toast and / or welcome drink, without a corkage or charge for the hire of the glasses being made; however as we make no charge we expect that hirers will not bring in more than 2 bottles (75cl) per 10 people and that they and their guests will purchase all other drinks from the bar.
10. All children under 16 must be accompanied by an adult when anywhere near the moorings or canal.

A copy of the full hire conditions will be sent to you in the Confirmation of Hire letter.