

## FUNCTION REQUEST FORM

Name :	Type of Event :	
Tel :	Email :	
Address :		Membership Number:
Party Date:	Start Time	to
Number of people attending	Children:	Adults:

**Events Co-Ordinator Becky : 01246 412358 or 07832223588**

**ENTERTAINMENT:**

BAND

DISCO

Other (Please Specify)

Please remember to include setting up and clearing away in the **Time** section above.

We allow half an hour prior to the start of the function for you and the Entertainer to set up and half an hour after the party for clearing away. There is no charge for this hour.

If this is outside of our normal opening hours, this will need to be agreed prior to booking confirmation. If you require a disco, we recommend our resident DJ, Nick Glynn

**CATERING : Contact Carol on 07548291689 to discuss your requirements**

The Club Caterers can provide everything for your special occasion. Hot or Cold Buffets, pre- set menus, all supplied at very competitive rates. The choice of food can be tailored to your requirements and budget. The pricing includes service and clearing away.

**\*\* Please remember to inform us of any, allergies, dietary needs or special requirements\*\***

If you wish to use your own caterer or provide your own food, you will be required to tidy and clean the eatery. (Cleaning equipment can be provided).

You will be required to bring your own plates, cups and serviettes, etc.

**\*\*THE USE OF THE KITCHEN IS RESTRICTED TO OUR CATERERS ONLY\*\***

SPECIAL REQUESTS :

Agreement to your request will be considered by the committee who meet fortnightly.

I have read and agree to abide by the terms and conditions set out in the accompanying letter.

SIGNED:

PRINT:

DATE:

AGREED BY COMMITTEE ON

SIGNED

## **BOOKING CONDITIONS :**

The person who wishes to Hire the venue is required to be a current member or must join prior to a party being held.

Room Hire is £5 per hour during normal club hours (£10 outside of hours). Should the Bar Take be above £200, the Room Hire is FREE.

Deposit for the Room Hire is £25 when the booking is confirmed and will be returned once your event has taken place. This can be offset against any room hire charges. The deposit will be **non refundable** should you cancel your event.

It is your responsibility as the "HIRER" to ensure that the room is left clean and tidy. (Cleaning equipment can be provided). It is all your responsibility to ensure that your Guests behave within the Club and at their departure. Should damage occur or extra cleaning be required this will be charged at current prices.

If you wish to decorate please use Blu Tack and take home **all** decorations. NO PARTY POPPERS, CONFETTI, BUBBLE MACHINES, SILLY STRING, BOUNCY CASTLES or POPCORN MACHINES.

Only ALCOHOL and SOFT DRINKS purchased at the bar are to be consumed at your event

If your event takes place in the evening, please note it is our policy to allow our adult members in after 9.30pm

**Thank you for choosing Hill Top Club, we hope you have a great time.**

Follow us on one the social media sites to find out what other events we are holding throughout the year

**Instagram : Hill\_top\_club or Facebook: Hill Top Sports and Social Club**

**[www.hilltop-club.co.uk](http://www.hilltop-club.co.uk)**

**Tel 01246 412358**