



# The Social

## BOOKING FORM

Full Name \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone No \_\_\_\_\_ Mobile No \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Function / Event \_\_\_\_\_

Special Requirements \_\_\_\_\_

Number of Persons Attending \_\_\_\_\_

Date Required \_\_\_\_\_

Times Required (these times to include setting up and clearing up) From \_\_\_\_\_ To \_\_\_\_\_

### To be completed by Hirer

Main Function Room Hire £12 per hour

Deposit taken £ \_\_\_\_\_ Cash / Credit / Debit Card / Tfr (Acc No: 91724460 Sort Code: 40-16-10)

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### Please read the following Terms and Conditions of booking before signing this form:

1. **The full hire charges must be paid with the application for all bookings costing up to £60.**
2. **A minimum deposit of £50 must be paid with the application for all bookings costing over £60. Full payment needs to be paid before the function either by credit / debit card or bank transfer only.**
3. **A refundable deposit of £50 is payable separately.** This deposit will be repaid within 28 days providing the premises are left in a good and clean condition as before the booking. Further costs may need to be paid for by the event organiser should damages occur.
4. **If an event exceeds the time stated on the booking form an additional cost will be incurred.**
5. The booking will not be confirmed until payment has been made.
6. Events can be cancelled up to 28 days before the event with no charge, past this date deposits will be returned at the discretion of the trustees.
7. The sale of tickets will not be permitted unless agreed in advance by the trustees. This will usually be allowed for Club sections, Village Organisations and Charitable Organisations.
8. Guests to private functions are by invitation of the event organiser only. The event organiser is responsible for guests at all times.
9. The event organiser must provide adequate supervision for children's / teenage parties and ensure that young persons have the relevant ID regarding their age.
10. The event organiser shall co-operate with the bar staff to ensure that no person under the age of 18 years purchases or consumes alcohol on the premises, including the car park or grounds.
11. The Hirer shall carry out all reasonable requests and observe all instructions issued by the Trustees or duly authorised officer with regard to safeguarding the premises from damage by fire or other cause and/or to prevent injury to persons or property.
12. The capacity of the main function room is 80. The capacity of the smaller back room is 20.
13. Use of the main room will be exclusive to the event. Access is limited to the main room and toilet areas (unless otherwise agreed with the trustees).
14. **Only drink purchased on the premises may be consumed on site.** Kitchen facilities are available for self-catering purposes.
15. Any person(s) under the influence of alcohol or creating a disturbance shall be expelled from the premises.
16. The trustees do not accept responsibility or liability for any damage to, or theft or loss, of any property whatsoever brought to, or left on the premises.
17. In the event of fire, all persons should assemble on the car park.
18. No smoking or vaping is permitted within any part of the premises.

I confirm I have read and agree to the Terms and Conditions

Signed \_\_\_\_\_ Event Organiser

Signed \_\_\_\_\_ On behalf of LWARG

Please email completed form to: [hello@thesocial-wa.com](mailto:hello@thesocial-wa.com)