

**AWWMC**  
**ANNESLEY WOODHOUSE W.M.C.**  
**ESTABLISHED**  
**1960**

Name of Hirer: .....

Contact Address: .....

..... Postcode: .....

Contact Phone Number: ..... Email: .....

Type of Function: .....

Function Date: ...../...../..... Number of guests: .....

Function Time From: ..... To: .....

Access to the premises for setting up can be arranged by agreement and may be chargeable.

I acknowledge that I have read the 'Conditions of Hire' and agree with the hire fees and charges as stated.

**Name of the Hirer or Authorised Person:**

Name (please print): .....

Signature: ..... Date: .....

**Hire fees:**

White table cloths and white chair covers white sashes

Up to 50 table and chair covers = £50

Up to 100 table and chair covers = 100

Evening events from 6.30pm to Midnight excluding Saturday = £75

Daytime 11.30am to 4.00pm = £15 per hour

Other charges: Tea urn/Table cloths by arrangement £TBC

Deposit fee/paid: £ ..... to ..... (on behalf of AWWMC)

Balance due: £ ..... Date: ...../...../.....

**AWWMC**  
**ANNESLEY WOODHOUSE W.M.C.**  
**ESTABLISHED**  
**1960**

- 1) Unless other arrangements are made the bar shall be open until 11.00pm and any music including discos, Band's, singers or karaoke entertainers will be required to terminate their performance at 11.20 pm. Daytime events different times can be booked with prior arrangement.
- 2) Guests will be required to leave the premises showing consideration for our neighbours by leaving in a polite and orderly manner.
- 3) Alcohol will not be served to under 18s and we may ask for proof of age. Additionally it is an offence to purchase alcohol for consumption by under 18s.
- 4) Guests are required to be courteous to bar staff at all times. Failure to do so could result in that person (or persons) being asked to leave or possibly the event being terminated.
- 5) The club shall provide an appointed person to be present at the function (normally the Bar Manager) to be available to answer questions and queries.
- 6) During your event AWWMC reserve the right to refuse entry to the clubs small bar and use of pool table (no under 18's) .
- 7) There is no facilities to 'warm up' or 'prepare' food bought into the premises any catering is to be arranged by the hirer.
- 8) The use of blue/white tac or cellotape is not allowed on the walls, the hirer is responsible to clear away all rubbish and decorations bought into the premises outside of normal cleaning duties. Failure to do so may result in a charge being levied for extra cleaning.
- 9) The hirer and guests will take every care to treat the club facilities with respect and take full responsibility for any damage or breakages reimbursing the club on a new for old basis. £100 refundable breakages deposit is required for 18<sup>th</sup> or 21<sup>st</sup> birthday parties.
- 10) The club will take no responsibility for any personal items of entertainers or musical equipment brought into the premises or for guests or their belongings.
- 11) Parking is limited and vehicles should be parked considerately. AWWMC accept no responsibility for damage or loss of guest's vehicles or contents.
- 12) Animals/pets are not permitted inside the club.
- 13) The hirer may cancel at any time, however any deposit fee paid to the venue will not be refundable if cancelled within 28 days of the event.
- 14) The fees for hiring the premises are shown on the booking form and is to be charged without exception. A deposit of £20 will be required at the time of booking to secure the date. The balance to be paid 14 days before the event.