

ROOM HIRE FORM

— THE CORRINGHAM CLUB



With Management Committee's approval the function room, is available for any member to hire, for a family type party/function of not more than 100 persons

The following conditions apply: Please tick which one you require.

The room and club disco is to be paid for in advance. The current evening charge is

Room only £150/£300 deposit

Club Disco (if available) £200 extra

Friday 7pm to 11.30pm. Saturday 7pm to 12 pm.

- The room will close 30 minutes after these times. Admittance is permitted from 1pm for preparation of the room.
- All music to finish 11.40pm Fridays and 12.10am for Saturday events
- Club facilities in the function rooms to be used only.
- No drink is to be brought onto the premises. No hot food is allowed.
- A good percentage of those attending must be members
- A list of all guests must be submitted to the secretary one week before the function
- Non-members are restricted to the function room and smoking area (located in the garden)
- The member applying for the use of the function room must be present and will be held responsible for the conduct of all present
- A cash deposit of £300 is to be paid when booking the function room. Returnable at The Management Committee's discretion
- No food is to be left on the premises, Black bags can be provided if necessary and these must be put in the refuse bin at the side of the club. Only items to be picked up the next day will be allowed to remain in the club overnight.
- It is expected that the room will be left in a tidy order No blue tack or Sellotape is to be used. Please use white tack and keep drawing pins to a minimum.
- Club DJ or Band Equipment on the stage must not be touched by you or your guests. No glasses to be taken onto the dance floor.
- Your deposit will be forfeit if any of the above conditions are contravened
- Management Committee will provide, bar staff, doorman and pot person. They also have the right to access the room at anytime during the function

No lapsed or barred member of this club or the CIU is permitted to enter this building

Please state any special requirements that you need

Members name :

Membership :
Number

Contact number:

Date of :
function

Function reason :

Charity Registration No. _____

Signature _____

Club use only. Fee

Deposit paid

Deposit returned