

# BOOKING FORM FOR FUNCTION HALL



Airport Service Road  
Portsmouth  
PO3 5PB

Tel Club: 023 9266 9906  
Tel Club (07752 147 014)

Email: [Manager@broadoaksocial.club](mailto:Manager@broadoaksocial.club)

Web Site: <https://www.broadoaksocial.club>

**PLEASE NOTE: Bookings are only accepted on the conditions set out in the "Terms of Booking". Please read them carefully to avoid any misunderstanding at the time of your function. All fees, including £50 deposit must be paid at time of booking.**

Day & Date of Event: \_\_\_\_\_ day DD / MM / YYYY Evening / All Day

Type of Event: \_\_\_\_\_

Numbers Attending: Members \_\_\_\_\_ Guests \_\_\_\_\_  
(Note: A maximum of 150 persons can be accommodated)

Time Required (24hr clock): Start \_\_\_\_:\_\_\_\_ Finish \_\_\_\_:\_\_\_\_

APPLICATION FOR BAR EXTENSION: YES / NO (Normal finish time 23:00) (FEE £40)

Bar extension approved by Club Manager: Signature: \_\_\_\_\_

Member's Full Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Member's Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_ (Home / Work)

Mobile Phone Number: \_\_\_\_\_

Booking taken by Staff name: \_\_\_\_\_ Date: DD / MM / YYYY

Fees Received: £ \_\_\_\_\_ **Please attach copy of till receipt.**

Hall Hire	____.00
Kitchen Hire	____.00
Bar Extension	____.00
Extra Hours	____.00
Damages Deposit	<u>£50.00</u>

**TOTAL** \_\_\_\_\_**.00**

I have read and accept the Terms and Conditions of booking as defined on pages 2 and 3 and I understand that I am bound by the Rules of the Social Club. I shall submit a full list of names of those attending at least two weeks prior to the function.

**N.B. All fees are non-returnable, including kitchen and bar extension.**

Signature of Hirer: \_\_\_\_\_ Date: DD / MM / YYYY

Signature of Steward: \_\_\_\_\_ Date: DD / MM / YYYY

*The Broad Oak Sports & Social Club will use your personal data only for the purposes of administering your membership and your involvement in club activities. This includes the Door Entry System and subscription records.*

*I understand that there is a CCTV System in operation at the Club for the protection of the premises, staff, members and guests.*

*The names and addresses of candidates for membership will be posted on the Club noticeboard for a minimum of one week. Details will only be entered into the database after your application is accepted.*

*Your data will not be shared with any third party and the principles of the Data Protection Act 1988 will be adhered to.*

### **CURRENT FEES**

1.	Private Functions	
	Friday evenings	£ 210.00 (19:00 start) Note 1
	Saturday evenings	£260.00 (19:00 start) Note 1 + £30.00 per hour for earlier start times + £50.00 deposit against Terms of Booking
	Sunday to Thursday evenings	£120.00
	Sections & Sub-Sections	£75.00
3.	Kitchen Facilities	£30.00 (for preparation of cold buffets etc.) £40.00 (for use of cooking facilities etc.)
4.	Bar extension to Midnight	£40

### **NOTES:**

1. Includes Ordinary and Associate Members as well as Sport Sub-sections.
2. Cheques made payable to "Broad Oak Sports and Social Club" and supported by a Bankers Card. Credit and Debit cards accepted.
3. Extended bar hours for special events will be agreed with the Club Steward on submission of booking form.
4. Hourly hire when the Club is otherwise closed subject to minimum time of 4 hours. (£120)
5. **No bookings for 18th Birthdays will be accepted.**

### **TERMS OF BOOKING**

1. The full fees must accompany this Booking Form. In the event of a cancellation, this sum will be forfeited, except for £50 deposit.
2. If any bottles of wine are brought onto the premises a corkage fee of £3.00 per 70cl or 75cl bottle or £6.00 per 1.5L bottle and pro rata will be charged. (This will normally be limited to a maximum of 24 bottles).
3. All catering arrangements are to be agreed with the Club Manager. This includes the use of the kitchen, which is subject to an extra charge as shown on the accompanying list of current fees.
4. Hirer's must be fully paid up Members of the Social Club to book the Function Room for private events. Membership number must be stated on the Booking Form.

### **CONDITIONS OF BOOKING**

These conditions are set out to ensure that the legal obligations of the Social Club are met and that the rights and property of the Club Members and Staff are given due consideration.

1. The Hirer of the premises accepts full responsibility for the conduct of all attending the function, and will eject anyone conducting him or herself in a disorderly manner.
2. Drinking up time of TWENTY MINUTES is allowed after the bar ceases service.
3. If anyone still retains their drinks at TWENTY MINUTES after the bar closes the function will be immediately terminated and the deposit paid will be forfeited.
4. The function will be terminated and the deposit forfeited in the event of any breach of the peace or any aggression displayed towards the staff.
5. The Hirer is responsible for ensuring that all attendees leave the premises in an orderly and timely manner.
6. The Hirer will ensure that all attendees are acquainted with these Conditions of Booking.
7. The deposit of £50.00 must be paid BEFORE the function commences, either in cash or a cheque supported by a Bankers Card. (Deposits will be returned by post, after the function provided the Conditions of Booking have been fulfilled.)
8. The Hirer's liability for damages is not limited to the £50.00 deposit. In the case of wilful damage the Club will take appropriate action to recover the cost of repairs or compensation. Deductions will be made for any unreasonable cleaning, e.g. sickness, food stains etc.
9. ALL catering arrangements, including kitchen facilities and barbeque, are to be agreed with the Club Steward. The hire of the kitchen costs extra and will not be available before 11am.
10. The kitchen must be left as found and any extra cleaning costs incurred will be deducted from your deposit. Please note that any outside caterers used MUST BE ABLE TO PROVE THAT THEY ARE REGISTERED WITH THE LOCAL AUTHORITY.
11. A full list of names of those attending is to be submitted at least ONE WEEK prior to the function. This is a legal requirement in order to supply alcohol.
12. If any persons attempt to obtain alcohol for under 18's or under 18's attempt to obtain alcohol, the function will be terminated immediately.
13. Blu-tack, Sellotape, masking-tape, drawing pins and staples must not be used for attaching any decorations to the walls or ceilings. Only 3M Command products may be used as these leave no traces or damage. Any damage to the Club décor must be paid for.
14. Confetti Canons and Confetti Balloons are forbidden.

This sheet to be retained by the hirer.



## Broad Oak Sports & Social Club Guest List for Private Functions

**Member Name:** \_\_\_\_\_

**Membership Number:** \_\_\_\_\_

1 Name, house number, Postcode	39
2	40
3	41
4	42
5	43
6	44
7	45
8	46
9	47
10	48
11	49
12	50
13	51
14	52
15	53
16	54
17	55
18	56
19	57
20	58
21	59
22	60
23	61
24	62
25	63
26	64
27	65
28	66
29	67
30	68
31	69
32	70
33	71
34	72
35	73
36	74
37	75
38	76

Continue overleaf



## Broad Oak Sports & Social Club

### Guest List continued

77	114
78	115
79	116
80	117
81	118
82	119
83	120
84	121
85	122
86	123
87	124
88	125
89	126
90	127
91	128
92	129
93	130
94	131
95	132
96	133
97	134
98	135
99	136
100	137
101	138
102	139
103	140
104	141
105	142
106	143
107	144
108	145
109	146
110	147
111	148
112	149
113	150

**120 can be seated comfortably. Max limit 150.**

**External resources.**



Customers may make their own arrangements for music but the entertainers must provide the following:

1. A current Portable Appliance Test report for any electrical equipment.
2. Certificate of Insurance for third-party liability.

**NB The Club will take no responsibility for any damage to entertainers' equipment. They are expected to have their own insurance.**

**Relevant documentation must be shown to the Duty Manager before any equipment is brought onto the premises.**