

# CHUDLEIGH CONSTITUTIONAL CLUB.

## FUNCTION BOOKING FORM

Thank you for your enquiry about the use of our Club for your function.

Our facilities accommodate a maximum of 80 persons.

We operate a cash only bar.

We have a dress code of "no stiletto heels" to prevent damage to our new floor, which is a vinyl type.

You will need to apply for a Temporary Event Notice (TENS) from Teignbridge District Council (TDC). When applying for the TENS our licensing hours end at midnight.

The cost of the TENS is currently £21.00 payable online to TDC when making your application.

This will need to be applied for one month before the event and a copy provided to the committee.

You will need to provide your date of birth and National Insurance Number on your application.

We can help with your application if needed.

Without a TENS we will not be able to allow your function to go ahead.

Room Hire is £10.00

We need to advise that we cannot grant exclusive use of the function room and members may still use the Club but this is generally minimal.

As with any licensed establishment a strict age policy is in place. If there are a lot of young guests we may issue wrist bands once checked to assist our bar staff.

Sound levels must be kept below 85db at all times.

As part our licensing there will be a member of committee present and will be available for any queries.

Prior arrangements can be made regarding entry for setting up, i.e. disco, food, decorations.

### APPLICATION

Name of applicant .....

Address .....

Tel No. .... email address .....

Preferred method of contact i.e. Phone/Text/email/Messenger

Reason for hire.....

Date of hire.....

Start time (7pm onwards) ..... Finish time ..... Midnight is the latest allowed.

Number of guests invited (max. 80).....

Acceptance of your booking is subject to room availability and permission of the Committee and is not valid until signed below.

Use of the room is subject to the following conditions:-

1. £10.00 Room Hire is payable with this booking. This fee is only refundable if a minimum of four weeks written notice is received, or it is found the room is not available.
2. The hirer must pay for any damage caused to any club property as a result of the hiring.
3. If any person is found to be purchasing alcohol for an underage guest, that person will be asked to leave immediately. If that person is a club member, his or her membership will be cancelled, and that person barred from using the club.
4. No illegal, indecent or immoral activity is permitted.
5. Smoking is not permitted anywhere on the club premises. There is an Ash Box outside the front entrance.
6. The Club does not accept liability for any damage or injury caused to people or things whilst on the property.

I agree to the above conditions and I accept personal responsibility for this hiring.

The Committee agree your application to have your function at Chudleigh Constitutional Club.

Signed: .....(Hirer).

Signed: .....

Dated .....

Dated .....

Club contacts:- Tina Dobson (Chair) Tel: 07789 641060