

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 have a dress code of "no stiletto heels" to prevent damage to our floor, which is a vinyl type - **please advise your guests.**

Room Hire is £20.00

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, i.e. use of Snooker Facilities.

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

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

As part of 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

A Temporary Event Notice may be necessary (this will be discussed when applying).

MEMBERS: It may be possible to agree your event/occasion as a members party (please contact us to discuss)

NON MEMBERS BOOKINGS:

You will need to apply for a Temporary Event Notice (TENS) from Teignbridge District Council (TDC).

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

Please do not apply for this until your booking has been accepted by the committee!

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

Information you will need for the application is overleaf.

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. £20.00 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

MEMBERS BOOKINGS: (applies to members only - if no TENS is required) - a guest list must be supplied 2 days prior to your function.

NON MEMBERS BOOKINGS: (If we are able to agree your event):-

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

Our licensing hours end at midnight which you need to fill in as 23:59 hrs.

Our License No. is TEIC 0087 and we hold a Club Premise Certificate.

The TENS needs to be applied for one month before the event and a copy provided to the committee.

We can help with your application if needed.

Without a TENS we will not be able to allow your function to go ahead but please do not apply for this until you have the approval of the committee!