

**HILLTOP SPORTS AND SOCIAL CLUB**

Longacre Road, Dronfield, S18 1UQ

**REQUEST FOR USE OF FACILITIES BY CLUB MEMBERS FOR PRIVATE EVENTS**

**EVENTS CO-ORDINATORS; DICK ARMITAGE 07772788394 & EMILY MELLOR 07976897972**

Name: ..... Tel ..... Club Membership No: .....

Address: ..... e mail ..... Post Code .....

Type of Function: .....

Day / / Times: (See \* NOTE) From \_\_\_\_\_

Estimated number of people attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

**ENTERTAINMENT:** Are you intending to have: A Band / A Disco/ Neither (delete not applicable)  
It is our policy to make all bookings on your behalf: please provide details of the entertainment of your choice (our recommended Disco is Nick GJynn) we can also recommend Bands if required.  
\* NB: Please consider the setting up of the room for a band/disco, wishing to enter the premises prior to the regular opening times, This MUST be accounted for in the 'times' stated in your request, or in the "special requests' section below .

**CATERING:** We can provide exactly what you want for your special occasion at very competitive prices, be it a Wedding, Funeral, Adult or Children's Party, Hot or Cold, buffet or seated, pre set menus or designed and costed to your own specifications & include service and clearing away. Please contact DICK ARMITAGE 07779339825. PLEASE INDICATE HERE: **YES or NO** for ADULT CATERING

**We can provide CHILDRENS INDIVIDUALLY PLATED PARTY FOOD consisting of CHICKEN NOUGATS, CHEESE & TOMATO PIZZA, CHIPS, HAM or CHEESE SANDWICES PLUS CHOCOLAE MINI ROLLS @ £3,50 per child PLEASE INDICATE HERE YES or NO FOR CHILDRENS FOOD**

**Should you wish to provide your own food it must be prepared off our premises and you will be expected to clear and clean the room after the function. OUTSIDE CATERERS ARE NOT TO BE USED AND THE USE OF OUR KITCHENS IS RESTRICTED TO OUR CATERERS ONLY.**

Agreement to your request will be considered by the Committee, which meets fortnightly. Therefore, to avoid disappointment, the earlier we know about your request, (by submitting this form), the better.

**BOOKING CONDITIONS: ROOM HIRE**

- IF BAR-TAKE IS BELOW £200, CHARGE IS £5 PER HOUR DURING NORMAL CLUB OPENING TIMES, £10 PER HOUR AT ALL OTHER TIMES (INCLUDING SETTING UP TIME).
- IF BAR TAKE IS OVER £200 NO CHARGE FOR ROOM.
- **A DEPOSIT OF £25** is required when the booking is confirmed, returned if the event takes place. This deposit can be offset against any Room Hire charge, above. If the event is cancelled for whatever reason the deposit will be non refundable. (Received YES/NO)  
**No alcohol, soft drinks to be brought into the club. Some snacks if self catering by prior arrangement.**
- Any damage incurred or extra cleaning costs will be charged at current prices to the Member booking the event. **It is your responsibility as "The Hirer" to ensure that the room is left clean and tidy,** especially if your event is prior to a normal evening at the Club. (Cleaning equipment is provided at the Club).
- **If you intend to decorate please use blue tack and take all decorations home with you. Including balloons .NO PARTY POPPERS,CONFETTI, BUBBLE MACHINES OR BOUNCY CASTLES OR SILLY STRING. You are responsible for your guests' behaviour within the Club and at their departure, at the agreed times**  
• **SPECIAL REQUESTS:** if you intend to decorate the room or bring in special equipment, please list here.

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Date submitted:-

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Signed

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