



**ANDOVER CENTRAL CLUB**  
**CLARE HOUSE, EAST STREET, ANDOVER, HANTS**  
 Friendly Soc. Reg No 305W, CIU Affiliated VAT No 199 4580 05  
 Telephone Bar/Office 01264-401101



**HALL BOOKING FORM**

Mr/Mrs/Ms/Miss Surname:-..... Forename:-.....

Address:-.....

Post Code:-..... Tel. No (home):-.....

Date of Event:-..... Tel. No (work):-.....

Area Required:-..... Mobile No:-.....

E-mail Address:-..... Membership Status:-  Member Membership No:-.....  
 Non- Member

Type of Event:-..... Bar required:- From:-..... Until:-.....  Not Applicable

Is the event either a 18<sup>th</sup> or 21<sup>st</sup> birthday party Yes  No

Hall required from:-..... until:-..... (time to include setting up and clearing time)

Number of anticipated guests:-..... Will there be any guests under the age of 18 attending?:-  Yes  
 No

Catering required:-  Yes Any quests with food allergies  Yes  No  
 No if yes, contact the club

For catering requirements, please contact the Club on the above Tel No.

Are you providing a disco or band or any other third party entertainment:-  Yes If yes please give full details:-

Details and evidence of the electrical PAT testing  No

on the equipment will be required, Along with evidence of their current and valid Public Liability Insurance.

For all bookings, a deposit of £125.00 (Cash Only) is payable at the time of the booking, or not less than 1 month before the date of the event. Failure to pay the deposit as requested may result in the booking being cancelled, and any booking fee paid may not be returned. Should a booking for the catering, be cancelled, this must be done in writing and given to the Bar Manager in person. Should a cancellation notification be received within 14 days of the event, then the club, reserve the right to retain any such deposit in part or in full.

Should you require a Disco for you function, you may like to contact the following:

SMS Disco:- 07535-533710 Reminisce Road Show:- 07548-035032

**Notes:-**

The Central Club does not endorse either the quality or suitability of any of the third party disco's. It is the responsibility of the 'Hirer' to ensure this for themselves.

The information supplied on this form will be stored electronically and will not be passed onto any other party. You may at times receive e-mails or texts from the club advertising events and for general communications. By signing this form the hire will have given their expressed consent for the Central Club to take pictures of the event for the purposes of advertising the club and its facilities. Mediums will include any kind of hard printing, electronic mail, and social media formats.

For Non-members (and members that have already received one free hire in any membership year) a hire fee of £100 is payable at the time of booking, and the booking will not be confirmed by the club until payment is made in full. Members that do not have at least 12 months membership prior to the time of booking , a booking fee of £60 will become due. Payments to be made to the **Andover Central Club**. Any damage caused, inappropriate behaviour, abuse towards the staff or other club members, by the Hirer, or any of the guests, the committee reserves the right to retain the deposit in full or in part, and also reserve the right to charge the Hirer addition monies for such costs, or additional out of pocket expenses incurred by the Club. Should a booking, be cancelled, this must be done in writing and given to the Bar Manager in person. Should a cancellation notification be received within 28 days of the event, then half of the booking fee will be retained, should a cancellation notification be received within 14 days of the event the club, reserve the right to retain the whole booking fee.

For all bookings, cancellation within 14 days of the event will result in the loss of the full Hire Fee paid. By signing this form the named Hirer above, (and guests) shall abide by the rules, conditions, obligations and requirements of the Central Club. All guests using the club facilities agree to comply with the Rules and Regulations of the club, as displayed on the notice board and within the premises generally. Failure to comply with the Rules and Regulations of the club at any time, may result in the function being immediately terminated. The Club will not accept any liability for costs or losses incurred by the Hirer as a result of such termination.

A list of all persons (full names) attending the function shall be prepared and given to the Club at least 48 hours prior to the event. This list will be used by the Club's security personal for entrance to the event. Only drinks purchased on the premises may be consumed on these premises. Those found to be in contravention will be asked to leave the premises immediately. The Committee reserves the right to retain such deposit in full or in part for such a contravention.

It will be the responsibility of the Hirer to remove all items from the venue associated with the event, at the end of the Hire Period. Any items left in the venue will be at the Hirer, or their guests own risk, the Club will take no responsibility for such items. The club reserves the right to make an additional charge for removing any items left by the Hirer, or their guests, and for excessive cleaning. Any such additional charge may be deducted from the deposit held.

I am over 18 years of age. Signature:-..... Date:-.....

HALL BOOKING FORM

Check List

	Yes	No	Signed/Date
1) Hall booking fee paid.	<input type="checkbox"/>	<input type="checkbox"/>	.....
2) Booking entered into main diary.	<input type="checkbox"/>	<input type="checkbox"/>	.....
3) Hall deposit paid. (£125)	<input type="checkbox"/>	<input type="checkbox"/>	.....
4) Completed booking form to Secretary.	<input type="checkbox"/>	<input type="checkbox"/>	.....
5) Security personal booked.	<input type="checkbox"/>	<input type="checkbox"/>	.....
6) Security personal confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	.....
7) Pat testing certificate produced were required.	<input type="checkbox"/>	<input type="checkbox"/>	.....
8) Public Liability Insurance certificate were required.	<input type="checkbox"/>	<input type="checkbox"/>	.....
9) List of those attending.	<input type="checkbox"/>	<input type="checkbox"/>	.....
10) Deposit re-paid and receipted	<input type="checkbox"/>	<input type="checkbox"/>	.....

Amount Due

Booking Fee:- £.....

Deposit:- £.....

Total Due £.....

Amount Paid to Date:- £.....

Amount Outstanding £.....