

WAKEFIELD SPORTS CLUB - ROOM HIRE CHARGES – 2018 / 2019

ROOMS – Size and capacity for parties / occasions - seated dining available for smaller numbers.

Main Bar – approx. size	33' x 22' or 726 sq.ft - 70 people.
Lounge Bar – approx. size	23' X 16' or 368 sq.ft - 40 people.
Tennis Room – approx. size	36' X 19' or 684 sq.ft - 60 people.
Refectory – approx. size	22' X 21' or 462 sq.ft - 50 people.
Refectory & Balcony – 70 people.	
Conference Room – approx. size	21' X 21' or 441 sq.ft - 40 people.
Meeting Room – approx. size.	13' x 21' or 273 sq.ft – 10 people.

Room capacities are approximate and may vary if discos, buffets etc. are present.

Clubhouse is made up of Main Bar, Tennis Room and Refectory. Kitchen is treated as a separate hire.

HOURLY ROOM HIRE RATES – May vary depending on type of event.

	Monday – Friday	Saturday & Sunday
Rooms / Clubhouse	£17 / £30	£22 / £35
Kitchen (NVQ2 hygiene certificate may be required)	£ 5	£ 5

Terms & Conditions:

Clients must set up tables and chairs and decorate the room themselves. After the function, the rooms (especially the carpet) must be left clean and decorations removed. Weddings attract a room hire surcharge of £100 due to extra duties required. A 4 hour minimum hire may apply at certain times.

Catering / Bar / Equipment.

By arrangement hirers may bring wines / sparkling wines for special occasions, a £5 corkage charge per 750ml bottle applies. Other fees and charges may apply depending on your requirements.

Damage & cleaning bonds

All functions require a **£40 cleaning bond, and an £80 damage bond paid in cash.**

The bonds will be returned after the event provided there is no damage, the rooms, kitchen, carpets, surfaces and floors are left clean and there are no disturbances or damage to the building, its fixtures and fittings, and no damage to the grounds and adjacent bowls green.

Bookings.

A **£50 non-refundable deposit** must be paid to confirm the booking. The balance of payment (non-refundable) plus the £120 cash for bonds must be paid prior to the start of the function. All prices include VAT.

Room Booking Details.

Name of hirer.....

Address..... Post Code.....

Tel..... Mobile

Email.....

Date of hire..... Times..... Room(s) bar / tennis / refectory / kitchen

Type of event..... No of people.....

Room hire £..... per hour, for hours = £..... other/kitchen..... £..... = TOTAL £.....

Deposit paid £..... Balance owing £..... **Cleaning Bond £40. Damage Bond £80.**

Additional details:

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Kitchen facilities include cooker, fridge, dishwasher, worktops. Tea towels, table cloths, crockery, cutlery, serviettes and disposables not provided.

We reserve the right to terminate/cancel a function for any reason, particularly if staff or the premises are abused. In this instance both the cleaning and damage bonds will be forfeit.

I, the hirer, agree to the above terms & conditions.

Name.....

Signature..... Date.....

Contact WSC: Bar 01924 372 038; Office 01924 365 007.

Bar/Function manager has shown me (insert number) FIRE EXITS relevant to this hiring.

Name Signature..... Date

For Office Use Only:

Bar/Function Manager to speak to client 1-2 weeks prior to event to reconfirm/amend ALL details.

Amendments.....
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Name/signature..... Date details reconfirmed.....

An up to date copy of this form must be kept in both the bar & GM's office.