



PLEASE NOTE CAREFULLY

PLEASE READ THE FOLLOWING RULES AND CONDITIONS THAT MUST BE STRICTLY ADHERED TO FOR ALL BOOKINGS.

- 1 The organizing member **must** be in attendance throughout the entire Event / Function.
- 2 That no damage is cause by any member or guest to any of the Club's Property or Premises.
- 3 All guests who are non-members **must** restrict themselves to the St Leonard Suite, with the exception of using the toilet or the pay phone.
- 4 The behaviour of the attendees does not give rise to any formal complaints by the bar staff, and or any club member. This also extends to our neighbours in the flats in St Leonard's Bank.
- 5 It is a strict condition in respect of a private function that the organizing member ensures that all guests attending the function will be signed in. This is in accordance with the Club rules. No guest will be supplied with alcohol liquor in the Club Premises, unless on the invitation and in the company of a member.
- 6 We do not allow 18th Birthday Parties to be held within the Club Premises. You must state what type of function you are having, as the licensing board requires this information. Any Member falsifying this information on their booking form may put the event / function at risk of cancellation, and also face disciplinary action by the Club Committee.
- 7 We allow 21st Birthday Parties but they must meet the following criteria, a full guest list must be supplied, no late licence, a £100 deposit and the booking member must be in attendance throughout the night.
- 8 We do not allow Party Poppers, Confetti, Glitter, or similar items to be dispersed within the Club premises.
- 9 Our resident caterer **must** do all the catering. Self catering is **not** permitted within this Club.
- 10 All alcohol consumed on the premises must be supplied by the club unless otherwise agreed.
- 11 That all members and guests are off the Club premises 20mins after the last orders at the bar. It is advisable to pre-book your transport as it can be difficult to get transport at certain times.
- 12 **PLEASE NOTE CAREFULLY: ADMISSION CHARGES ARE PROHIBITED UNLESS AUTHORISED BY THE COMMITTEE.**
- 13 A letter informing you about of the outcome of your application will be sent to you after the committee meeting. (These are held on the first Tuesday of each Month)
- 14 A deposit is no longer required **except** for 21st birthdays. However, the booking member remains responsible for the behaviour of his/her guests and will be accountable to the committee should any damage or unruly behaviour occur.
- 15 All children must be supervised at all times, and this includes when they are going to the toilets.

Your signature below indicates that you clearly understand & agree to the rules and conditions stated on this booking form.

Organizing Members Signature & Date

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