



Stoke Bowling Club (Coventry)

Occupation Road, off Church Lane,
Coventry CV2 4AB
Tel 024 76451276

APPLICATION FOR HIRE OF CLUB PAVILION

****please note this is a 'cash only club – no card payment facility is available****

MINIMUM OF **THREE WEEKS** NOTICE REQUIRED TO HIRE CLUB PAVILION

Name of applicant Address

..... Telephone

Type of Event Date of Event

Event Start Time*Event Finish Time*

*Please note start and finish times include DJ set-up, pack away, catering delivery and where booked, the use of the kitchen.

Number of guests expected (Max 120)

Room Hire cost: (please note these fees **do not include** the use of the kitchen and/or the bar costs)

Members - £30 up to 4 hours (additional hours will incur extra costs to be discussed at time of booking)

Non-members - £100 up to 4 hours (additional hours will incur extra costs to be discussed at time of booking)

Bar Required: Yes/ No** (£30 up to 3hrs, £40 up to 4 hours, then £10 for every additional or part hour)

**** Hiring the bar will incur an additional charge of £21 to cover the cost of a TEN (Temporary Event Notice) licence ****

Kitchen Required Yes / No - £25 for the duration of the event hire.

Name of Caterers (if applicable).....

Music / DJ name (if applicable).....
(please note set-up and pack away will be within the room booking times).

Refundable Deposit of £100.00 required – See condition 7 below

Contact Name (if different to applicant)**Telephone**

I, the undersigned, agree to the conditions of room hire as listed below.

Signature Date

CONDITIONS FOR HIRE OF CLUB

1. *The hirer shall be responsible for the good behaviour of all persons within the Club Premises and close proximity of the surrounding area.*
2. *The hirer shall be responsible for any damages or breakages incurred by their party, both within the Club and outside of the Club premises.*
3. *The Club will be left in a clean and tidy condition upon leaving, and the Club will be vacated by no later than 11.15 p.m.*
4. *The use of the snooker tables and entry to the snooker room is **excluded***
5. *Two weeks prior to the event, a list of all guests together with their addresses, who are not members of Stoke BC will be displayed upon the Club Notice Board. This is to comply with the licensing authorities.*
6. *It is expressly forbidden to bring any alcoholic drinks into the Club.*
7. *A further deposit of **£100** is required to cover cleaning costs & damage. If the room is left in a clean, tidy, damage free condition (see condition 3), this will be refunded within a week after the event.*

BAR CLOSING TIME STRICTLY 11.00PM



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OFFICE USE ONLY:

Date TEN License applied for.....

Booking fee - times booked	(.....--.....)	£
Bar fee - times booked	(.....--.....)	£
Kitchen	(.....--.....)	£
TEN (if required)		£
Refundable Deposit		£
	TOTAL	£

Notes: