

## HIGH LANE CONSERVATIVE CLUB ROOM HIRE ENQUIRY FORM

NAME .....

PHONE No. ....

DATE Req. ....

EVENT .....

Time req. for setting up room.....

Time of event .....

Approximate No.....

Payment / Deposit Rec'd amount .....

\*\*\*Room is not booked until £20 non refundable deposit is received\*\*\*

\*\*\*Final payment must be made no later than 14 days before the event\*\*\*

\*\*\*In addition a £100 refundable deposit may be required for certain events. This deposit to be returned after the event, providing the room is left in a satisfactory condition. If such a deposit is required, it must be paid no later than 14 days before the event\*\*\*

PLEASE NOTE IN RELATION TO CHILDRENS PARTIES, IT IS EXPECTED THAT ALL GUESTS PURCHASE SOFT DRINKS FROM THE BAR AND REFRAIN FROM BRINGING SUCH ITEMS INTO THE CLUB PREMISES FOR CONSUMPTION.

\*\*\*GUESTS MUST NOT BRING ANY ALCOHOL INTO THE CLUB PREMISES\*\*\*

\*\*\*Smoking inside the premises including e-cigarettes is not permitted\*\*\*

\*\*\*Drinks must not be taken outside the premises\*\*\*

Cancellation of booking must be made by phoning the club on 01663 762559 or in person no later than 7 days before the event.

The club have a selection of literature behind the bar detailing caterers, DJs and room decorators ie. Balloons etc