

**LOUNGE BOOKING FORM**

<b>Please read this form carefully before handing it back to the Club Manager</b>	
<b>Date of Function</b>	<b>Start time 18.30 – Midnight</b>
<b>All functions end at Midnight – premises must be vacated by 1 a.m. latest.</b>	
<b>Type of Function:</b>	
<b>The Committee do not allow 18<sup>th</sup> or 21<sup>st</sup> birthday parties</b>	
<b>Contact Details</b>	
<b>Tel No. – Landline and Mobile</b>	
<b>Sponsor:</b>	
<b>Numbers attending: Our insurance only allows a max of 100:</b>	
<b>Catering Requirements To be discussed with Four Seasons Cuisine - Nicky</b>	
<i>We support our Caterer and do not allow hirers to bring in food or use the kitchen without permission of FSC, failure to do so will affect your Security Deposit.</i>	
<b>Other requirements you might need</b> should be discussed with the club manager– all furniture should to be put back in place. If you would like the club to do this for you there will be a charge. <b><u>We do not allow anything to be stuck to the walls.</u></b>	
<b>DO YOU WANT THE DANCE FLOOR LAID YES/NO</b>	
<b>Health &amp; Safety – There are three emergency exits from the Lounge directly to the course – there is an emergency exit via the Men’s Locker Room and also just in front of the Ladies Locker room.</b>	
<b>We do not allow you to bring food or alcohol onto the premises unless written permission from the Secretary/Manager is obtained. <b>Our corkage charge is £5.00 per bottle</b></b>	
<b>Cost : £450.00 + £100.00 Security deposit to be paid at the time of confirmation– We would ask for remaining £450.00 paid 28 days before the event</b>	
<b>Any supplementary charges will need to be paid in advance.</b>	
<b>Please advise us of your bank details to enable us to remit unused deposit</b>	
<b>Sort Code</b>	<b>Account Number</b>
<b>All bookings have to be confirmed by the House Committee, once agreed we will write and confirm.</b>	
<b>Signed :</b>	
<i>Lounge hire relates to the main room only, extra charges will be incurred if you also want to use the spike bar</i>	
<b>For and on behalf of Bexleyheath Golf Club</b>	
<b>Please ensure you familiarise yourself with the emergency exits, assembly point is the far end of the car park.</b>	

**ALL DAMAGES MUST BE PAID FOR**

**Hire charges are inclusive of Bar Staff (3) if required a glass collector and Temporary Event Notice – this takes 14 days to be approved by Bexley Council.**

**We will refund the Security Deposit after the event, directly into your bank account within 7 days.**

**If you were to cancel the booking before the event, all monies would be refunded apart from the Temporary Event Notice cost of £21.00 (2019)**