

PELAW DISTRICT SOCIAL CLUB

HEWORTH HOUSE, KIRKSTONE ROAD, HEWORTH, NE10 0XQ

TEL: [CLUB] (0191) 469 2425 [OFFICE] (0191) 469 4700

Secretary: B. Robinson

REQUEST FOR THE USE OF THE: _____ HAS BEEN ACCEPTED BY THE MANAGEMENT COMMITTEE.

DATE OF THE FUNCTION: ____/____/____

7.00 PM - 11.00 PM

THE ROOM COST WILL BE: _____

£ +£ =£ PAYABLE NOW

IF POSSIBLE PLEASE PAY BY CHEQUE RECEIVED WITH THANKS N.B. BALLOONS ARE NOT TO BE FASTENED TO THE CEILING OR LIGHT FITTINGS - NO EXPLODING BALLOONS - NO CONFETTI
NO PINS OR TAPE ON ANY FURNITURE/FITTINGS - BLUE TACK TO BE USED INSTEAD

This amount will be due on receipt of this acceptance letter as a non-returnable deposit on the room, and if not received within seven days of this letter, the Management Committee will assume that you no longer require the room, and will allow it to be booked by other interested party's.

Caterers will only be allowed in the Club after 6.00pm & all entertainment must cease by 11.00pm.

If a buffet is to be laid, tables will be provided by the club and bags to clear any refuse will be made.

All guests must be issued with a ticket for the occasion and a list of guests must be provided to the club atleast seven days before the date of the venue.

As the person booking the room you will be held responsible for any under age drinking or damage to the room on that occasion.

Anyone not producing a ticket to the Doorman to check off the list will be refused entry.

In the event of you needing to cancel please phone early on office number 0191 469 4700 and follow up with a letter to confirm your cancellation, this is to avoid malicious phone calls.

Please note that if your booking is in the afternoon the room must be vacated by 4:00pm to enable cleaning staff to prepare the room for the evening.

Bookings will not be accepted without a contact telephone number.

If you book an outside band, an additional deposit of £30 will be added to the room hire price. The room must be vacated by 11.30pm to have your £30 deposit refunded.

The Club will not be liable for any damages occurred by misuse of the club premises. Children must be supervised at all times.

DANCE FLOOR

Please be aware the balloon companies use sand to keep balloons from floating. We have found **CHILDREN** are emptying the sand on the **DANCE FLOOR** and this is scratching and damaging the Dance Floor.

As you are the person responsible for booking the room **YOU** will be held **RESPONSIBLE** for any damage occurred.

Also people might slip on the Dance Floor and the Club will **NOT BE HELD RESPONSIBLE** for this should it occur.

PELAW SOCIAL CLUB RESERVE THE RIGHT TO REFUSE ENTRY TO ANY PERSON THEY REGARD UNDESIRABLE

YOU MUST USE THE RESIDENT CLUB DISCO £ _____

If the Club Disco is not required what entertainment are you arranging? _____

PLEASE COMPLETE FULLY BOTH PARTS 1 & 2 BELOW AND RETURN BOTH PARTS 1 & 2 TO US WITH YOUR DEPOSIT
PLEASE KEEP THE TOP PORTION AS YOUR RECEIPT, CUT ALONG BLUE DOTTED LINE.

1 Name: _____

Please state if disco is required: Yes No

Address: _____

Concert Room times AM
PM

Date of function: ____/____/____/

Function Room times AM
PM

Type of function: _____

Contact Numbers Day _____

No. of guests _____

Contact Numbers Night _____

I have read and agree with the above terms - Signed: **X** _____

2 Name: _____

Please state if disco is required: Yes No

Address: _____

Concert Room times AM
PM

Date of function: ____/____/____/

Function Room times AM
PM

Type of function: _____

Contact Numbers Day _____

No. of guests _____

Contact Numbers Night _____

I have read and agree with the above terms - Signed: **X** _____