

Room Booking Procedure

It is important that the correct procedure for taking bookings is followed, this ensures the booking is successful and will often lead to further bookings.

Please check the diary to ensure availability before taking the provisional booking.

Please ensure that the information below is given to the person making the booking.

A non-returnable deposit is required.

Booking is not confirmed until the deposit is paid.

The booking will be pencilled in for 7 days to allow time for the deposit to be paid, however if someone else wishes to book and pays the deposit first, that booking will take priority.

If a room is hired on a Saturday morning/afternoon the room must be vacated by 5pm and cleaned by the event organiser as the room is used on a Saturday night for the members entertainment.

We do not accept bookings for 18th Birthday parties.

If the kitchen is used, this must be tidied and cleaned.

Room Hire Rates

	Members	Non-Members
Deposit Required	£40	£50
Room Hire with Bar	£40	£100
Room Hire without bar – up to 6 hours	£100	£120
Room Hire without bar – over 6 hours	£100	£150
Room Hire for a Funeral with bar	Free	Free
Room Hire for a Funeral without bar	£50	£50

Please ensure that the booking form is completed fully and details passed to the Steward as soon as possible.

Room Booking Form

Please ensure that the following information is given to the person making the booking and that this form is completed fully and details passed to the Steward.

Name of Person making Booking			
Telephone Number			
Email Address			
Are they a member	Yes	☐	No ☐
What is the booking for?			
Estimated Number Attending			
Date of Booking			
Start & Finish Time			
Approximate Number of Hours			
Any access prior to Start Time needed (for decoration etc.)	Yes	☐	No ☐
If Yes – from what time?			
Catering details requested	Yes	☐	No ☐
Bringing own food	Yes	☐	No ☐
Access to kitchen needed	Yes	☐	No ☐
Deposit Paid	Yes	☐	No ☐
Date paid & Amount			
Any other useful information (i.e. will have a bouncy castle, DJ etc.)			
Staff member taking booking			
Date booking taken			
Person confirming arrangements			