

Kington St Michael Club & Institute

12 Kington St Michael, Chippenham, Wiltshire SN14 6JD Telephone: 01249 750336

ROOM BOOKING FORM

Name: _____

Address: _____

Telephone: _____ Email: _____

Membership number: _____

Date required: _____ Start/Finish time: _____ / _____

Type of event: _____ Number of guests: _____

Room required: Front bar / Back bar

Important note: A list giving the names of all guests attending must be handed to the Secretary at least 7 days before the event.

Day time booking fee: Members: £40 Non-members: £80

Evening booking fee: Members: £40 Non-members: £80

Deposit (refundable): £100

Temporary events notice fee: £30 (Note 1)

Booking fee enclosed: £ _____

Deposit enclosed: £ _____

Note 1 - The fee for the temporary events notice is to be paid for all non-member bookings or for members bookings which are outside of normal permitted opening hours. This is to be paid for and requested at least 21 days before the event date.

Please note the booking is only confirmed when all fees have been paid in full.

The deposit is refundable if no visible damage has occurred, and the following conditions are adhered to;

- No Sellotape is to be used on the walls or windows. The careful use of Blu-tack is permitted.
- The use of 'Silly String' is prohibited.
- The use of smoke or dry ice machines are prohibited.
- To respect our neighbours, we ask that all music is kept at a reasonable volume level. If in doubt, please ask the bar staff who will have the final say on volume levels.
- After use, the facilities are to be left in a clean and tidy state. Tables and chairs are to be returned to their original positions.
- Please ensure that your guests leave the premises quietly.

I agree to the above conditions and understand that the committee may make a deduction from the deposit, as they see fit, in the event that they are not adhered to.

Signed:

Signed on behalf of club:

Date:

Date: