

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:	£48	Non-members:	£96
Evening booking fee:	Members:	£48	Non-members:	£96
Deposit (refundable):		£100		
Temporary events notice fee:		£36 (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.

Consumption of drinks (both alcoholic and non-alcoholic) not purchased on the premises is strictly prohibited unless an exception is granted in writing and any additional fees required are paid prior to the event. The Club rules do not permit the consumption of alcohol by anyone under the age of 18 years both on or in the vicinity of the premises. Kington St Michael Club reserves the right to end any event at any time if deemed unruly, inappropriate or in violation of Club rules. Renter is responsible for all set-up and disposal of all decorations, as well as the set up and clearing of any food and waste. Kington St Michael Club is not responsible for any lost, broken or damaged items the renter has obtained through rental companies, caterers, vendors or personal items the renter themselves and/or the renter's guests brought onto the premises. Renter is responsible for any additional cost or damage incurred.

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: _____

VAT registration number 474287166