

Merriott Social Club

71 Lower Street, Merriott, TA16 5NP

Tel: 01460 74376 Mobile: 07885 424588 Email: merriottsocialclub@yahoo.com

BOOKING AND HIRE AGREEMENT FORM

Contact name(s):

Address:

.....Postcode:

Contact telephone numbers:

Mobile:Email address:

Date(s) required:

FROM:am/pm. UNTIL:am/pm.
(Please include preparation time and cleaning up time)

Purpose of hire/event:

Live Music YES / NO

Number of Guests:

Rooms & equipment required:

Function room	YES/NO	Main Bar area	YES/NO	Kitchen	YES/NO	Stage	YES/NO
Cooker	YES/NO	Microwave	YES/NO	Chairs	YES/NO	Table	YES/NO
Chairs	YES/NO	Crockery	YES/NO	Urn	YES/NO	Wine Glasses	YES/NO
Skittle Alley	YES/NO	PA Equipment	YES/NO				

- , All bookings will be secured by a non-returnable deposit of £25.00. In addition wedding bookings require a damage/loss/cleaning deposit of £50, refundable after the event.
- , Full payment must be made 14 days before the event.
- , Short notice bookings will require payment in full at time of booking.
- , Provisional bookings must be confirmed within 14 days otherwise will be cancelled.
- , There will be an excess charge should there be any damage to the function room or if there is any excessive cleaning requirements following an event.

Hire Charge £..... + £25.00/£50.00 deposit. (Delete as appropriate)

The Hirer agrees to comply with all terms and conditions set out within this agreement and MSC Hire Terms and Conditions June 2014.

Signed..... Date.....

Signed by the hirer (Signatory must be over 18 years of age)