



# FAIRFORD TOWN FOOTBALL CLUB

## FUNCTION ROOM BOOKING FORM



Applicant's Name:	<input type="text"/>	Address:	<input type="text"/>
Contact Number:	<input type="text"/>		
Function type (Birthday, meeting, conference etc.):	<input type="text"/>		
Day and Date required:	<input type="text"/>		
Timings required:	<input type="text"/>		

Catering requirement (No Kitchen facilities for hire but catering can be arranged at additional fee subject to requirements):

DJ Requirement: FTFC can source a local DJ to provide entertainment, prices will vary according to availability. The hirer may also provide their own DJ and equipment. Please provide details of DJ used and their approximate time of arrival if own used.

### Terms of hire agreement

A booking fee of £100 for FTFC members or £105 for FTFC non-members (this includes annual FTFC membership) is required for the hire of the function hall, this does not include any additional fees for catering and music facilities as listed above. An immediate deposit of £50 is required to secure the booking. The remaining fee is due on the day of the function. The facility is to be left clean and tidy with no damage to the club or its contents. Unacceptable behaviour by guests including ABUSE either PHYSICAL or VERBAL will not be tolerated and will result in ejection of individual(s) plus the function may be ended early.

The premises MUST be left in a clean condition. Tables and chairs must be returned to where they were taken from.

No pins, sellotape, blu-tac (or other branded adhesive products) are to be used at all on the walls of the function room.

If the Function is cancelled by the hirer for any reason, the deposit is NON-REFUNDABLE.

The club will not be held responsible for any loss or damage to personal belongings.

**BY PAYING THE £50 DEPOSIT YOU AGREE TO ALL TERMS AND CONDITIONS**

**THE HIRER IS RESPONSIBLE FOR THEIR GUESTS BEHAVIOUR**

#### Deposit Received (£50) Club Copy

Received by:

Hirers Name:

Function Day/Date:

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#### Fairford Town Football Club Function Room Hire - Deposit Received (£50) - Hirer Copy

Received by:

Hirer's Name:

Function Day/Date: