GLEMSFORD SOCIAL CLUB MANAGEMENT COMMITTEE

HUNTS HILL, GLEMSFORD, SUDBURY, SUFFOLK, CO10 7RP.

Tel: 01787 281094, E-mail: info@theclubglemsford.org.uk

Venue Hire Contract.

This is a Contract of Hire made for the use of all or part of the Social Club premises, between the G.S.C.M.C and the hirer as detailed below:

Name	Mr, Mrs, Miss, Ms.	Membership No	
Address		Daytime Tel	
		Evening Tel	
		Mobile	
		Other	
		E-mail	

Date of Hire		
Time of Hire		
Duration of Hire		Hrs
Reason for Hire		
No. attending		(must not exceed 120 persons)
Entertainment	Disco / Live Music / Children's Entertainer / Other	( )
Use of Kitchen	Yes / No	

Please tick who else will require entry to the club prior to your event (i.e.; Decorating, Catering, entertainment etc.). And advise time or expected entry

Catering		Access time	: hrs
Decoration		Access time	: hrs
Music		Access time	: hrs
Other		Access time	: hrs

A surcharge of £20.00 will be applied for 2 hour early access prior to hall hire to cover the cost of club personnel being present.

Hire Fees

Function Room (incl. side room & kitchen)	Midday to Midnight	£120.00
Function Room (incl. side room & kitchen)	Per Hour	£20.00

£

A £50.00 refundable deposit is to be paid at the time of booking (see 7 & 9 overleaf)

Cheques made payable to 'GLEMSFORD SOCIAL CLUB' and supported by valid guarantee card.

At present we do not accept Debit or Credit Cards

Rates for regular weekly/monthly bookings (funerals, charities etc.) by negotiation with the G.S.C.M.C

I agree to the charges above and the Terms and Conditions of hire overleaf:

Date:			
Signed		Print	(Hirer)
Signed		Print	(on behalf of G.S.C.M.C)

Amount (including deposit) paid to date	£
Balance due (no later than 2 wks. prior to event)	£

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