



Swindon Sub-Aqua Social Club

Event Enquiry/Booking Form

Booking Date: **No in Party:** (room will sit 60 people comfortably)
 Please confirm with Events Officer

Full Name:	
Address:	
Post code:	
Home Phone number:	
Mobile phone number:	
Email address:	
What type of function/event are you booking?	

Room Hire

Rates will include bar if agreed upon at time of booking.
 Other days available at negotiable rates, subject to availability.

Venue Hourly Rates	Set up time	Start time	Finish time	Clear up time	Total Access time
Hire: Friday/Sat/Sun @ £20 per hour					
Set up/clear up @ £10 per hour					
TOTAL £					

Negotiable rate available (for other weekday access). Swindon Sub Aqua Club reserves the right to review hire costs at any time.

Bar

Members and guests are not permitted to bring any alcohol or soft drinks into the club, all doing so will be asked to leave or the function stopped.

Corkage for pre-agreed bottle of wine/champagne = £3.00 per bottle.

Drinks will not be sold on credit. Should you wish to serve your guest anything in particular please discuss with the Events Officer upon booking your event.

Catering

Catering is not supplied in-house. There is no surcharge for plated buffets brought in by the hirer however, there is a £50 surcharge should your caterers wish to use the kitchen for served hot/cold food. (crockery and cutlery not supplied)

Caterer access etc. can be discussed upon confirmation of booking.

White or Black tablecloths can be supplied upon request.

Caterers Details (if applicable)

Company Name:	
Address:	
Post code:	
Home Phone number:	
Mobile phone number:	
Email address:	

Deposit/Payment Details (cheques should be made payable to Swindon Sub-Aqua Club)

£50 non-refundable deposit is due at date of booking. This will be deducted from final balance owing.

£100 Bond. A returnable bond placed against risk of theft or damage when hiring which will be returned within 14 days of event providing no damages/theft reported. (Any additional damage/repair costs to be paid by the hirer within 14 days of receipt of invoice should the Bond not cover the damage).

Received	£	Date	Payment type	Signed
Deposit			Cash/Cheque	
Bond			Cash/Cheque	
Total Hire			Cash/Cheque	
Balance due			Cash/Cheque	
Bond returned			Cash/Cheque	

If full payment is not received 7 days prior to the function date the booking will be cancelled and the deposit will not be refunded. Any cancellations will forfeit deposits paid, although the bond will be returned.

Please note, if providing own food, ALL rubbish must be removed or bond will be forfeited (bin liners not supplied)

Terms agreed to and
signed by Hirer: YES/NO Date: / /2015

Hirer Signature: