



Swindon Sub Aqua Club Social Functions

Booking Policy

Hire of the Club

Standard venue hire charge is £20 per hour, including Licensed Bar. *(We reserve the right to review this at any time. Should there be an amendment made any existing bookings will be honoured at the rate quoted at the time of booking)*

Outside of function hire times we charge £10 per hour, i.e. decorating the room prior to the event, collecting presents, food, disco, decorations, clearing up either directly after the event or the next morning

Bar

The bar has a late license so can be open from and until a mutually agreed time.

As we are a licensed premise no drinks can be brought into the building and if this is deemed to be the case the bar will be closed and the function ended.

Catering

We do not provide food but you are more than welcome to bring your own food in at no charge. We do not provide crockery or cutlery but you are welcome to make use of any space in the kitchen to store the food prior to it being served.

You are at liberty to use outside caterers if required, but we charge £50 surcharge for the use of the kitchen facilities, i.e. fridges, cooker, microwave, food warmers etc.

Deposit & Charges

A non-refundable deposit is taken of £50 (cash or cheque) to reserve the date of function. (This is used against final hire payment) and the total remainder of the hire fee to be paid at least 7 days before the event.

In addition, we ask for a £100 Bond refundable deposit on the day of booking. (cash or cheque.) This Bond deposit will be refunded within 14 working days, when it is established no damage has been done. **(We have only ever kept deposits on 2 occasions which were an 18th and a 21st birthday – hence we no longer do these).**

Tablecloths will be provided FOC, these being white or black linen.

At the end of the event you are required to clean up as part of the terms of hire.

Parking

Parking is free and at owner's risk, and whilst we cannot guarantee the safety of vehicles the gates are locked when the last member leaves the building to satisfy our insurance requirements. Any vehicles left cannot be removed until the gates are unlocked at approximately 10am the next morning.

*Please note: Members wishing to book an event should contact the Events Officer in the first instance