**CREGAGH SPORTS CLUB - FUNCTION ROOM BOOKING FORM**

**PART 1 - THIS BOOKING FORM MUST BE FULLY COMPLETED**

**Please read and retain the booking conditions (Part 2)**

**Your signature below records that you are the person responsible for booking the function room and that you have read the booking conditions. You also agree to make a statement to those attending the function highlighting the first 5 conditions.**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel/Mob No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nature of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Late Licence required? YES/NO Kitchen required? YES/NO

[***A late licence restriction may be applied and the kitchen must be left in a clean and tidy condition after use]***

Numbers attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age group\_\_\_\_\_\_\_\_\_\_\_

Are you a member of Cregagh Sports Club? YES/NO

Have you previously received approval to use the Function Room? YES/NO

A discretionary charge or returnable booking deposit may be applied.

**General Data Protection Regulations**

**Cregagh Sports Club takes the protection of data we hold about you seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with UK data protection legislation.**

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 **OFFICIAL USE**

Booking Form reviewed by Club Secretary and Treasurer.

Approved/Not approved Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CREGAGH SPORTS CLUB**

**PART 2 - FUNCTION ROOM BOOKING CONDITIONS**

**(Please retain these booking conditions and highlight the first 5 conditions to those attending prior to the commencement of the function).**

**1. It should be noted that the PSNI and Belfast City Council Noise Team regularly visit the Clubhouse when functions are taking place.**

**2. Every effort must be made to eliminate excessive noise levels internally and externally during the function, as this can potentially lead to complaints from our neighbours. The person booking the function room and the DJ/Lead Band Member have an important role to play in keeping noise at an acceptable level.**

**3. Members/Visitors must not congregate around the entrance to the Clubhouse during a function and smokers must respect our neighbours and keep noise levels low at the smoking area. Bottles/glasses must not be taken outside.**

**4. The emergency exit doors at the rear of the Clubhouse must not be opened except in the event of an emergency evacuation.**

**5. All those attending the function must respect our neighbours and leave the grounds quietly at the end of the function.**

**6.** A discretionary charge or returnable booking deposit may be applied.

**7.** No party decorations are to be affixed to the painted wall surfaces by use of

 blu-tac, tape or pins. The Bar Manager should be contacted to ensure that the function room is available in order to make any preparations for a function.

**8.** Unruly, offensive or threatening behaviour will not be tolerated in the Clubhouse or grounds and all attendees at a function are responsible for their own actions.

**9.** No alcohol must be brought into the Clubhouse – only alcohol bought in the Clubhouse may be consumed on the premises.

**10.** Licensing hours must be adhered to and attendees at functions must vacate the premises at the required time. The Executive Committee reserve the right to restrict late licensing hours.

**11.** Any formal instructions issued by the Bar staff and/or Executive Committee members must be adhered to at all times and all accidents, untoward incidents and drinks spillages must immediately be reported to the Bar Staff.

**12.** Bar Staff /Executive Committee members reserve the right to contact the PSNI should the need arise.

**13.** All accidents, untoward incidents and drinks spillages must be immediately reported to the bar staff

**Executive Committee**