



## Concert Room Booking Form

### Booking Rules

1. The Event holder MUST be a Member.
2. If that Member has less than less than 6 month's Membership they must be sponsored by a Member with at least 12 month's Membership.

### Adult Events/Parties:

1. To secure a booking this Form must be completed and returned to Bar Staff together with a deposit of £100.
2. The deposit will be refunded in full after the event, less any deductions for damages.

### Children's Events/Parties:

1. To secure a booking this Form must be completed and returned to Bar Staff together with a deposit of £75.
2. The deposit is non-refundable and used to cover costs incurred to clean up afterwards.

APPLICANT NAME	
IF THE APPLICANT HAS LESS THAN 6 MONTHS' MEMBERSHIP ENTER THE NAME OF A SPONSOR. (THE SPONSOR MUST HAVE BEEN A MEMBER FOR AT LEAST ONE YEAR.)	
CONTACT TELEPHONE NUMBER OF APPLICANT	
CONTACT EMAIL OF APPLICANT	
DATE & TIME OF EVENT	
TYPE OF EVENT (PARTY, MEETING ETC.)	
NUMBER OF GUESTS/ATTENDEES	
DEPOSIT AMOUNT & DATE PAID	
CATERING**	

\*\*Please inform the Bar Manager if early entry is required to prepare the room. If a bar extension is required (adult events/parties only), please advise when submitting this form. Extensions cannot be guaranteed and are at the discretion of the local Council.

NAME OF HIRER: .....

SIGNATURE OF HIRER:..... DATE: .....

NAME OF SPONSOR (IF APPROPRIATE): .....

SIGNATURE OF SPONSOR:..... DATE: .....

Oatlands Mount Club Ltd cannot accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left on Oatlands Mount Club Ltd.'s premises either by the Hirer their guests or attendees. The Hirer shall be liable for and indemnify Oatlands Mount Club Ltd against any claims in respect of death, injury, loss, or damage where any such claim is caused by or arises from acts, omissions or neglect of the Hirer, their guests, or attendees.