**Cambridge Joint Ex-Services & Royal Mail Social Club**

**Barnwell Drive, Barnwell Road, Cambridge CB5 8RG**

**Tel – 01233 241008**

Application for the Hire of the Function Rooms

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Telephone Number |  | | |
| Email Address |  | | |
| Date Requested |  | | |
| Purpose of hire |  | | |
| Timings of Set Up |  | | |
| Timings of Function |  | | |
| Room of hire | Main hall 1st floor Meeting room Outdoor Area Bar | | |
| TICKETED EVENT | YES NO | | |
| Approximately how many people will be attending (MAX 100)  (Including Lounge Bar additional capacity 50) | | |  |
| Charge for main hall Function Room | | |  |
| Charge for 1st floor meeting Function Room  (The upstairs Function Room is NOT suitable for dancing of any kind) | | |  |
| Are you happy to be in any photos the club may take for the club’s social media posts? | | | Yes/No |
| Refundable Deposit Paid:  (Non-refundable in the case of  late cancellation or damage) | | Balance Due: | Date: |

**Conditions of Hire**

1. A buffet may be brought into the Function Room, but all drink must be purchased at the bar. The exception being wine to be used as a toast.
2. Please leave the room as you find it, i.e. reasonably clean and tidy.
3. Any damage or breakage caused shall be notified to the hirer within 7 days of the function & hire is hereby personally responsible to pay the club such costs as to make good.
4. All charges for damages to be settled within 14 days of being notified.
5. Take all precautions against the outbreak of fire, highly flammable material or fluids must NOT be taken into the club.
6. Any property taken into the Club is entirely at the owner’s risk.
7. If hire is for a Private Ticketed Function, then a Temp License must be obtained, and a copy sent through to the club. [https://www.cambridge.gov.uk/temporary-event-notices#e](https://www.cambridge.gov.uk/temporary-event-notices#:~:text=You%20must%20be%2018%20or,people%20at%20any%20one%20time)
8. Payment for the hire of the Room is to be made TWO WEEKS PRIOR TO THE FUNCTION Card, Cash or Cheque made payable to:

**Cambridge Ex-Services & Royal Mail Social Club**

1. The Hirer is to ensure that all their guests leave the Club in a quiet & orderly fashion.
2. There is a cleaning charge. This can be refunded at the end of the night should condition 2 be adhered to.

**I hereby agree to these terms and conditions.**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_