

VENUE HIRE
FOR EVERY OCCASION

Wedings
Corporate Events
Birthdays
Childrens Parties



Application Form

Full Name:	
Address:	
	Postcode
Tel No: (Landline)	Tel No: (Mobile)
Email	

Function Type:		Date Required	
Approx Guests:		Access Time:	
If Party please give age & any theme:			

Room:	Sports Lounge Meeting Room	Board Room	Somerset Suite Function Room
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Room Time (Wedding/Event/Birthday):	9am-5pm	5pm-12am	All Day
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Catering	Buffet	Buffet for		people	Own Food
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Any other requirements: (e.g. Table Cloths, Corkage, Tea/Coffee Machine Usage)

Signed:	Dated:
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Deposit Refund Details (subject to Venue Terms and Conditions of Hire being adhered to)

Bank Account Name:	
Bank Sort Code:	
Bank Account Number:	

Office Use Only (Fees & Payment Dates)

Deposit Fee:		Received:		Buffet Requirements:		Received:	
Hire Fee:		Received:		Buffet Deposit:		Received:	
Additional Items:		Received:		Total Hire Cost:		Received:	

VENUE TERMS AND CONDITIONS OF HIRE

1. APPLICATIONS

All applications for hire must be confirmed by the hirer in writing.

2. CHARGES

Charges for the use of the facilities shall be as laid down by the management which reserves the right to vary charges between expiry and renewal of contract.

3. DEPOSITS

Please note that the deposit you are charged will relate to number of guests attending your event:

Under 100 guests £100.00; Between 100 and 200 guests £500.00; Over 200 guests £1000.00

In event of more guests arriving than advised on the booking form, and guest numbers going above deposit guest number bracket hirer is responsible for making immediate payment of increased deposit fee to relevant fee amount.

Failure for your event to vacate venue at booking end time may result in withholding of part/all of deposit.

As long as all terms of hire are adhered to, with no issues, deposit is returned 10-14 days after the event.

4. PAYMENTS

Payment is due at least 14 days prior to the booking unless prior written agreement to the contrary has been made.

5. CANCELLATIONS BY HIRER

Cancellation of a booking by the hirer must be in writing and received 30 days before the date of the booking.

Failure to comply with this will result in full payment for the hire. In any event, the deposit will be forfeited on cancellation.

6. CANCELLATIONS BY VENUE

The venue reserves the right to cancel the booking if the holding of the function is deemed a conflict of interest or potentially harmful to the business of the venue or its staff. Should it be deemed by Weston-super-Mare AFC management that a client has withheld and/or not disclosed full details of the event and its contents/speakers for any reason then the venue reserves the right to cancel the booking without penalty or liability.

7. ADMISSION

The Club reserves the right at its discretion to refuse admission or evict any person from the Club or grounds.

8. RIGHT TO ALLOCATE

If, in the opinion of the management, the hirer is not making full use of the facilities, the management reserves the right to reallocate.

9. CLUB REGULATIONS

The hirer is responsible for ensuring that all persons admitted to the Club and grounds for the purpose of the hirer, conform to the regulations in force at that time.

10. DAMAGE

Any damage caused or loss incurred to the Club as a result of, or incidental, to the hiring will be the responsibility of the hirer to pay on demand the costs in full.

11. CONTROL

The control of the functions including the conduct of guests is the responsibility of the hirer.

12. ALCOHOL & FOOD

Under NO circumstances will alcohol or food/soft drink be allowed to be brought into the Club or its associated buildings without prior written permission.

13. CATERING REQUIREMENTS

20% payment is due on menu confirmation and the balance is due 14 days prior to the function.

14. ON SITE KITCHEN

No access can be given at ANY TIME to our onsite kitchen due to Health and Safety Rulings plus Food Hygiene Laws

15. CORKAGE

£10.00 corkage per bottle, if requested.

16. VENUE SECURITY

The venue reserves the right to additionally charge for SIA badge security to work any booked event, with the cost being fully charged to the Hirer, in advance of the event.

Should an event require security during, but not previously booked, the hirer will be responsible for immediate payment of cost.

Signed:	Dated:
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Signed and accepted by the hirer or on behalf of the hirer.

Weston-super-Mare AFC Ltd

The Optima Stadium, Winterstoke Road, Weston-super-Mare, North Somerset, BS24 9AA

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