

## Booking Hire Agreement for Cranleigh Village Sports & Social Club

Parsonage Road, Cranleigh, Surrey, GU6 7AN. 01483 276246. [www.cranleighclub.com](http://www.cranleighclub.com)

<b>Name of Hirer</b>		<b>Address of Hirer</b>	
<b>Contact number</b>			
<b>Contact Email</b>			
<b>Member number</b>			
<b>Date and Time of Hire</b>			
<b>Type of event (e.g. Birthday)</b>		<b>Number of guests expected</b>	
<ul style="list-style-type: none"> <li>• <b>The Club agrees to hire the function room on advance payment of:</b> £.....</li> <li>• <b>Non returnable if the event is cancelled less than 2 weeks prior to the date of the function.</b></li> <li>• <b>By hiring all our part of the Cranleigh Village Sports&amp; Social Club, you must agree to the conditions below:</b></li> </ul>			
<b>1.</b>	The Hirer shall not be under the age of 21.		
<b>2.</b>	The Hirer shall be responsible for the conduct of all guests at the function.		
<b>3.</b>	The Hirer shall be responsible for seeing their guests from the social club at the end of the function.		
<b>4.</b>	The Hirer must ensure that all fire exits remain clear throughout the duration of the function.		
<b>5.</b>	The Hirer should ensure any materials linked to the function (balloons, presents) are removed at the end of the function.		
<b>6.</b>	The Hirer will be charged for the repair/replacement of any property damaged during the hire period at Cranleigh Village Sports & Social Club caused by malicious damage or negligence.		
<b>7.</b>	The Hirer shall ensure no dry ice; other artificial smoke or pyrotechnics are used in the venue at anytime.		
<b>8.</b>	All functions shall end no later than 11.30pm with premises being vacated by 12.00am.		
<b>9.</b>	Music must cease by 11.30pm and the bar will close no later than 11.45pm.		
<b>10.</b>	The bringing in of your own alcohol, soft drinks and food is prohibited. Guests infringing this condition will be asked to leave the function.		
<b>11.</b>	Wines and Sparkling wines for toasts etc. must be supplied by Cranleigh Village Sports & Social Club to order. An extensive list of wines is available on request.		
<b>12.</b>	A guest list of all people expected to attend the event must be provided before the start of event to a member of staff for signing in purposes.		
<b>13.</b>	Cranleigh Village Sports & Social Club will ensure that the venue is in a good tidy order suitable for the function and provide adequate bar staff for the number of guests attending.		
<b>14.</b>	Cranleigh Village sports & Social Club will clean of the room after the event, but the hirer is expected to do a general tidy.		

I (Full name).....agree to abide the above conditions. I also agree it is my responsibility to have adequate insurance (if applicable) for the event and that Cranleigh Village Sport and Social Club LTD will accept no responsibility for loss or injury during the event. |

Signed.....

Date.....

Directions and photos of Cranleigh Village Sports & Social Club can be found at [www.cranleighclub.com](http://www.cranleighclub.com)  
 Please complete this form and return it to the club with your payment either by cheque or cash, alternatively you can pay via credit/debit card at the club during our opening hours which can be found on our website. If you need to contact us you can email us at [cvssc@btconnect.com](mailto:cvssc@btconnect.com) , call us on 01483 276246 or pop in to the club during our opening hours.