



Application form to hire Heaton Tennis and Squash Club

1. Booking Details

Date of Function		
Time room required	From:	To:

(Please note: no later than 12.30am the bar will close at 12am)

2. Hirers Details

Name of Hirer Mr/Mrs/Miss/Ms	Address
Name of Organisation	Postcode
Contact numbers Tel (H)..... Tel (M)..... Tel (W).....	E-mail
Deposit amount £..... Cash/Card/Cheque/other	Amount paid £..... Cash/Card/Cheque/Other
Any additional comments or requirements	

The conditions of booking are as follows; Fee for room hire £55.00 (please enclose)

We ask for a deposit of £25.00 to be paid in advance to confirm your booking. If you cancel within 24 hours of your booking there will be no refund given.

1. Catering arrangements must be made through the club caterer otherwise the kitchen is closed.
2. Only drinks bought at the club can be consumed.
3. 21st birthdays are by invitation only no open door policy and a parent or guardian presents all evening and a sensible adult to supervise the door. We do not host 18th birthdays.

Sensible decorations such as flowers and balloons are permitted but please do not use any cello tape on the wallpaper. All breakages or damages to the property must be paid for. Please treat the facilities with respect.

Your co-operation in ensuring compliance with all of the above is a condition of booking. Please return this form completed as soon as possible, confirmation and acceptance will be forwarded after checking diary commitments. Final numbers and any food requirements must be agreed and paid for with the club caterer and manager two weeks prior to the event.

I apply to use the accommodation and ancillary facilities as shown. If my application is accepted I agree to abide by the Condition of Hire enclosed with this form. I apply for the insurance specified therein. I certify that I am over 18. In addition, I agree to pay in accordance with the conditions of hire and I accept that a fee equivalent to 25% of the value of my booking is no refundable in the event of my cancellation.

Signed Hirers signature	Date
Signed on behalf of HTSC	Date