

This form must be completed in full.

Proposed Date of Event:.....

Name: Tel. No:

Email:

Address:

..... Post Code:

Type of event? For example: Birthday party, wedding reception:

Time of the Event. Start:..... Finish:

Anticipated Numbers: Band/DJ

Requirements	Quantity / Hours	Charge	Total Additional Charge
Dance Floor		£30	
Tables – Round 5 ft		Inc in room hire	
Tables – Long		Inc in room hire	
Chairs		Inc in room hire	
White fabric tablecloths		£2 per tablecloth	
Kitchen Hire		£10 per hour	

Where did you hear about the Connaught?Member recommendation: Y/N

Cost of Hire: Deposit Paid: Date:

Additional Costs (as above)..... Balance Paid: Date:

(Office Use) Damage/Cleaning Deposit(£50 refundable)

**Evening Hire from 7 pm: £200 to 11 pm, £260 to midnight.
£320 to 1 am. Friday and Saturday only.**

Day Hire: From £30 per hour to 7 pm.

Kitchen Hire: £10 per hour

I agree in full to all the terms overleaf.

Signed:..... Date:

Pavilion Hire Form

Sale of Alcoholic and Non-alcoholic drinks

The Connaught Club and its Licensee at the time of the event have the sole rights to sell alcohol on the premises. Unless a specific agreement has been reached with the management of the Connaught Club and/or its Licensee at the time of the event, no alcohol or ANY beverages including soft drinks can be consumed on the premises if purchased elsewhere.

The Connaught Club is licensed by the London Borough of Waltham Forest. In line with our current licence anyone hiring the venue must abide by the Licensing Act. This means that:

For Sunday – Thursday hire: All music must be turned off by 10.45 pm with the premises vacated by 11 pm. Last orders at the bar at 10.30 pm.

For Friday and Saturday hire: All music must be turned off by 12.45 am with the premises vacated by 1.00 am. Last orders at the bar at 12.30 am.

Use of Pavilion Kitchen

This area can be used only for the preparation of food. The ovens and electrical equipment are not included within the hire of the facility. It is the responsibility of the person hiring the facility to ensure the kitchen area (if used) is left in a clean and tidy condition.

Cleanliness

It is the responsibility of the person who hires the facility to ensure the facility is left in the condition it was found.

Damage Deposit

The damage deposit will be retained by the Club until the Club is satisfied that there has been no damage to the fabric or fittings of the building which can be attributed solely to the hire. If the room is left in a condition whereby the Club cannot use it the next day, without cleaning it, the cost of the cleaning will come out of the deposit. The deposit will be returned as soon as practically possible.

Hirers are also reminded that this includes any damage to any of the court surfaces as well as the bowling green. These areas are out of bounds to hirers of the pavilion.

Hire Fee

The entire hire fee must be paid in advance of the event. Payment can be made by cheque (2 weeks prior to the event), credit/debit card, cash or BACS.

Door Security

If the Club deems it necessary at the time of booking, door security will be provided although the cost of this will be passed on to the hirer.

Other Information: Room layout etc.