# Function Booking

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| Category | Deposit | Fees |
| Daytime Bookings  9.00am to 6.00pm | £50 Deposit | £25 per hour |
| Evening Bookings  6.00pm until 12.00 | £50 Deposit | £100 hire |
| 21st Birthday  Celebrations | £100 Deposit | £150 hire |

If you make a booking more than 21 days prior to the event, we require an immediate deposit.

All fees (including the deposit) are payable a minimum of 21 days prior to your event.

In the event of a cancellation, the following rules apply:

* Within 21 days notice, the deposit AND the fee will be retained.
* Between 21 and 60 days notice, half the deposit will be returned.
* Over 60 days notice, the deposit will be returned in full.

Your deposit could be retained if:

* There is anti-social behaviour during the event
* There is damage to the Club
* Entering the Green
* Excessive mess, making it more difficult for our cleaner e.g. toilets

Deposits will be returned within one week of the event, as long as the Terms & Conditions have been met.

Please note all our bar staff are volunteer members of the Club and are therefore not paid. We would ask you for your patience and to be respectful at all times.

## Please complete the form below and forward to [deanbowlingclub@hotmail.com](mailto:deanbowlingclub@hotmail.com), your request will then be submitted to the Committee for approval.

The Terms and Conditions set out by the Management Committee are detailed below, please read these prior to completing and submitting this form.

1. The hours available are from 6.00pm with last orders at 12.00am and the Club to be vacated by 12.30am. Music must finish on or before 12.00am.
2. The person holding the function must be present to welcome their guests to the Club and must always remain within the premises at all times during the course of the evening. Failure to do so may result in guests being refused entry until you arrive.
3. A guest list should be supplied 48 hours prior to the function. Failure to do so is contravening Scottish Licensing laws and entry MAY be denied. This guest list can be supplied via email.
4. Entry to the Main Hall is limited to a maximum of one hundred (100) people.
5. No under 18s are allowed in the upper bar area. All guests under the age of eighteen (18) can remain in the main hall of the Club with family members until the end of the function.
6. **ALCOHOL**
   1. **No visitor can bring drinks (alcoholic or non-alcoholic) into the Club; all drinks must be purchased from the bar.**
   2. **No alcoholic drinks can be consumed by any person under the age of 18, and we may ask for proof of age before serving anyone.**
   3. **All staff reserve the right to a bag search if they suspect alcohol is being brought into the premises.**
   4. **If any guest is found to have brought their own drink into the Club, your deposit will be forfeited.**
7. When Bar Staff call LAST ORDERS for the night, then ALL drinks must be completely finished within 20 minutes or they will be removed.
8. When the Club Member on duty asks for the hall to be cleared, then this must be respected.
9. Due to the Club’s proximity to local residential properties, the person holding the function is responsible for ensuring that guests leave the building quietly to respect our neighbours.
10. The person holding the private function is responsible for ensuring the Club is left in a clean and tidy condition after the function – this includes the kitchen if used.
11. Where outside caterers are used, the person holding the event must ensure that copies of all necessary Food Hygiene Certificates and Public Liability Insurance Certificates are given to the Secretary prior to the event taking place.
12. By prior arrangement and subject to club fixtures and activities, you may gain early access to the clubhouse in order to set up for the function.
13. You may wish to decorate the Club for your function. Please ensure there is no permanent marks/damage to walls etc.
14. No visitors attending the function are permitted to take food or drink out of the Clubhouse after 09.45pm. We would however, ask that you stay within the Clubhouse at all times.
15. No visitor is allowed on the green.
16. No responsibility can be accepted by the Club for the loss of/or any damage to property which maybe brought onto the premises as a result of the function.
17. Members of Dean Bowling Club cannot be refused entry to the Club.

Any questions please contact:

Kenny Liddell 07784 657929

Lauren McNab 07570 076169

Holly McNab 07468 560840

Name:

Address Line 1:

Town:

Post Code:

Telephone and mobile number:

Email Address:

Are you a member of the Dean? (Yes / No) If no, who is the sponsor?

Guest Numbers: \*Note: Maximum Number is 100

Reason for the event:

Date of the Event Requested:

Alternative Dates:

Are you having food? (Yes / No)

If yes is there a caterer? \*Note: See Condition 11 above

Are you having Music? (Yes / No) Please provide details e.g. disco or live band

Do you accept the Terms and Conditions above? (Yes / No)

For Club Use Only:

Deposit

Value Date Paid Deposit Returned (Y/N) If applicable, date Deposit returned

Fee

Value Date Paid