

FUNCTION HIRE CHARGES (2012)**Charges apply to Small Organisations & Members.**

CHURCHILL ROOM (FULL)	(Sun – Wed)	(Thurs – Sat)
9.00a.m. to 1.00p.m	£40	£80
1.00p.m to 6.00p.m	£40	£80
9.00a.m to 6.00p.m	£80	£160
6.00p.m. onwards	£80	£160

COMMITTEE & CARDROOM	
9 00a.m. to 1.00p.m.)
1.00p.m. to 6.00p.m.) £25-00 per booking
6.00p.m. onwards)

CONDITIONS OF HIRE

ALL BOOKINGS *MUST* BE MADE THROUGH THE BOOKINGS STEWARD AND ON AN OFFICIAL FUNCTION BOOKING FORM, (See Page one overleaf) WHICH *MUST* BE ACCOMPANIED BY THE APPROPRIATE DEPOSIT. A ROOM BOOKING WILL ONLY BE REGARDED AS CONFIRMED WHEN THE HIRER HAS RECEIVED A BOOKING CONFIRMATION & INVOICE FORM FROM THE BOOKINGS STEWARD.

NORMAL (BAR) CLOSING TIMES ARE 11.00pm ON MONDAYS TO THURSDAYS, 11.30pm ON FRIDAYS AND SATURDAYS AND 10.30pm ON SUNDAYS. - BY PRIOR ARRANGEMENT WITH THE BOOKING STEWARD, AN EXTENSION OF 30 MINUTES CAN BE ARRANGED FOR PRIVATE FUNCTIONS. THIS MAY INCUR A £20.00 SURCHARGE FOR THE COST OF THE ADDITIONAL STAFF WORKING HOURS

ROOM HIRE: HIRERS CAN BOOK THE ROOMS IN BLOCKS OF 5 HOURS. 8am to 1pm / 1pm to 6pm / 6pm to 11pm. HIRERS HAVE SOLE USE OF THESE ROOMS (*WITH EXCEPTION OF THE CHURCHILL ROOM ON SATURDAY NIGHTS.*)

THE CHURCHILL ROOM IS NOT NORMALLY USED FOR PRIVATE FUNCTION HIRE AFTER 6.00 pm. ON SATURDAY (UNLESS BY SPECIAL ARRANGEMENT WITH THE CLUB COMMITTEE). AGREEMENT WILL ONLY BE GIVEN IF THE HIRERS ARE PREPARED TO ALLOW CLUB MEMBERS INTO THE CHURCHILL ROOM FROM 9pm THE CLUB WILL SUPPLY THE ENTERTAINMENT ON A 50 / 50% BASIS. ALL ENTERTAINMENT MUST BE APPROVED BY AND ARRANGED THROUGH THE CLUBS ENTERTAINMENTS SECRETARY ALL FOOD MUST BE SUPPLIED BY OUR IN HOUSE CATERERS.

GUEST LIST WHEN HIRING THE CHURCHILL ROOM THE HIRER MUST ALSO SUPPLY A LIST OF INVITED GUESTS AND PASS IT TO THE STEWARD AT LEAST 24 HOURS PRIOR TO THE BEGINNING OF THE FUNCTION..

ALL MEMBERS AND GUESTS MUST ABIDE BY THE CLUB RULES WITH PARTICULAR ATTENTION TO THE CLUB'S DRESS CODE

CHILDREN MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT AT ALL TIMES.. NO YOUNG PERSON UNDER 16 YEARS OLD ARE ALLOWED ON THE DANCE FLOOR AFTER 9.00p.m ON A SATURDAY NIGHT.

FOOD: THE BOOKINGS STEWARD WILL PROVIDE A SEPARATE QUOTATION WHERE FOOD IS REQUIRED (SIT DOWN MEAL OR BUFFET). . FINAL NUMBERS REQUIRING FOOD *MUST* BE NOTIFIED NOT LESS THAN 7 DAYS BEFORE THE DATE OF THE FUNCTION.

SHOULD THE HIRER WISH TO PROVIDE FOOD FROM OFF SITE A SURCHARGE OF £30 WILL BE MADE AND A DISCLAIMER MUST BE SIGNED TAKING FULL RESPONSIBILITY FOR ANY CONTRAVENTION OF HEALTH AND SAFETY REGULATIONS IN RELATION TO ANY FOOD SUPPLIED BY THE HIRER. *ONLY FOOD SUPPLIED BY OUR CATERERS CAN BE USED ON SATURDAY NIGHTS.*

ONLY DRINKS PURCHASED FROM THE CLUB'S BARS MAY BE CONSUMED ON THE PREMISES. SHOULD YOU WISH TO PROVIDE YOUR OWN WINE, A CORKAGE CHARGE WILL BE LEVIED.

HIRED ROOMS **MUST** BE LEFT AS THEY ARE FOUND, **THAT IS. CLEAN AND TIDY**, OTHERWISE AN ADDITIONAL CHARGE OF £10 WILL BE MADE FOR CLEANING IF THE PREMISES ARE NOT LEFT IN A CLEAN AND TIDY CONDITION.

HIRERS, WHOSE GUESTS INCLUDE PERSONS IN WHEELCHAIRS, MUST NOTIFY THE CLUB IN ADVANCE SO THAT A RAMP ACCESS CAN BE ARRANGED.

NON CLUB MEMBERS ARE NOT PERMITTED TO USE THE CLUB CAR PARK, EVEN IF THEY ARE ATTENDING A FUNCTION, BUT THEY MAY USE THE ADJACENT PUBLIC CAR PARK WHICH IS FREE AFTER 6.00 P.M.

PAYMENT TERMS

Room hire a deposit of 25% must accompany the booking form and full payment must be received prior to the booking. **Food** to be arranged with our Catering department..

. PAYMENTS FOR THE ROOM HIRE, FOOD OR ENTERTAINMENT CAN BE MADE EITHER BY CHEQUE MADE PAYABLE TO THE 'THE WINCHESTER CLUB' . OR IN PERSON TO THE STEWARD BY DEBIT OR CREDIT CARDS

DEPOSITS ARE ONLY REFUNDABLE IF A NOTICE OF CANCELLATION, IN WRITING, IS RECEIVED AT LEAST 14 CLEAR DAYS BEFORE THE PLANNED FUNCTION. DATE **THE FULL HIRE CHARGE WILL BE MADE WHERE THE HIRER FAILS TO NOTIFY THE CLUB, IN WRITING, OF A FUNCTION CANCELLATION AT LEAST 14 CLEAR DAYS PRIOR TO THE PLANNED FUNCTION DATE.**