

BOOKING FORM

Pavilion Room Hire for Private Functions

Please read all pages of this application form carefully before completing. Once completed please phone the club to arrange to meet the Bar Chair or Steward personally to discuss your booking.

**Non-members wishing to hire must know a member willing to co-sign the booking form and be responsible for the event.*

*Club Member Details:	Print Name: Contact Number: Signature of member:	
Details of person booking the function (if different from the person above):	Print Name: Contact Number (preferable mobile): Address including postcode: Signature:	
Date and day of event:		
Occasion: e.g. birthday, christening etc. <i>Please note we do not accept bookings for 18th or 21st birthdays</i>		
Start and finish times, including access time needed for setting up: <i>(see below for all timings, including normal bar times)</i>	Start	Finish
Number of guests <i>(max 80 guests for licencing regulations)</i>		
Room Hire Fees <i>*payable at the time of booking</i> Function Room*: £80 Deposit*: £50 (for any damage, breakages or extra cleaning incurred) Commercial events: £130 Post funeral receptions Signature of Bar Chair/Steward	Card payment/cash received: Yes / No Card payment/cash received: Yes / No Card payment/cash received: Yes / No No charge	

Once you have completed this form the Bar Chair/Steward will check availability and get approval.
They will contact you within 3 working days to confirm your booking.



NOTES TO ACCOMPANY THE BOOKING FORM

Please read and retain these notes for your information. If you have any queries, please contact the Club on 0161 432 2313 (weekday evenings only/Sunday afternoons).

Booking the Pavilion:

- You should complete the form above and arrange to call in to speak to the Bar Chair or Steward personally to discuss and pay both the booking fee (£50) and the deposit fee (£50). Payment may be by card or cash. **Please note the bar is open weekday evenings only & Sunday afternoon.** The deposit may be retained to cover damage, extra cleaning costs or extra bar costs (e.g. due to late vacation of premises).
- All booking applications are provisional and can only be confirmed once approved (usually within 2 weeks) by our Exec Committee. Any fees paid will be refunded if an event cannot be accommodated. Once approved, the Bar Steward will enter the event in the club diary and the booking fee is then non-returnable. The deposit will be refunded after the event as long as no damage or extra costs have been incurred.
- We require at least two weeks' notice for booking and approval, except for post-funeral receptions. In the case of a **post-funeral reception** please contact the club direct on 0161 432 2313, or email westheaton@hotmail.co.uk.
- Under the terms of our licence the person booking the event must be a club member or be supported by a club member who will be responsible for the event.

Your Booking:

- You will have the use of the pavilion, kitchen, toilets and bar facilities. The bar lounge is for the use of members only.
- Access to the patio and lawn is allowed but these areas may also be used by club members and could be in use for an official club event. Please do not move the chairs and tables around outside and **please note that guests (including children) should not go on to the tennis courts or bowling green.**
- **It is the responsibility of the person who has booked the function to make sure the pavilion and kitchen are left clean and tidy and all chairs and tables put back as found. In the event this does not happen your £50 deposit for breakages, damages or extra cleaning will not be returned to you.**
- **Please arrange access for setting up well in advance of your function.** You may decorate the pavilion to suit your event. Any balloons and decorations must be taken down at the end of the event due to our alarm system. Please avoid any damage to walls, ceilings and pillars, and do not use nails, drawing pins, sellotape, or white/blu tac on the walls.
- You need to supply your own disposable tablecloths, table decorations etc. The club have cloth tablecloths and chair covers available for hire. Please ask about these at the time of booking.
- The kitchen must be left clean and tidy. Please bring enough bin liners for any rubbish which should be disposed of in the blue SSK bin sited behind the club or at the end of the car park.
- We can accommodate live entertainment as we have enough power points available. Please secure any cables to avoid a trip hazard. Please be aware we are surrounded by residential properties and the sound level should be reasonable. At 11 p.m. the bar staff will close all windows and doors. Guests should not be outside after this time.
- We have a projector and screen available plus a VGA/HDMI link for laptop presentations. Please check availability in plenty of time.



- For Saturday evening functions, the steward will call last orders at the bar is at 11.30pm and drinks should be finished by 11.45pm. Events/music must finish by 11.45pm and the club should be tidied and vacated by 12.30am. It is your responsibility to keep to these times when asked. Please remind your guests to leave quietly so as not to disturb our neighbours. (These are all conditions of our private members' club licence). For Sunday daytime functions the bar is open 1-6pm (last orders 5.45pm). Everyone must vacate the premises by 6.15pm.
All other timings must be discussed in advance with the Bar Chair or Bar Steward.

Bar Service:

- We have facilities for cash and card payments. **All drinks (including non-alcoholic) must be purchased from our club bar and not be brought in. You, as the person booking will be asked to stop any guest drinking their own drinks or ask them to leave.** Our bar staff are there to make your event run smoothly. Please treat them with the respect they deserve.
- If you wish to offer your guests a 'free bar' for a particular time or fixed amount, this can be arranged with prior payment.

Parking:

- Our car park and access road will accommodate approximately 30 cars. Please ask your guests not to obstruct residents' garages or drives.

Fire Safety:

- Smoking (including e-cigarettes) is prohibited within the club buildings.
- In case of fire all guests must leave by the nearest exit and make their way to the assembly point which is on the far side of the tennis courts.
- **Please note: The patio doors on the tennis court side are a fire exit and should not be blocked by tables or entertainers/DJ etc.**

Catering:

- If using a caterer, please ask them to enter their information into the white 'Safer Food folder' held in the kitchen to comply with SMBC Environmental Health regulations.

Charity events:

- We are happy for you to charge for entry. We do not allow organisers to charge an entry fee for other events.

Bouncy castles and external entertainment:

- **If you are planning either of these you must advise the Club in advance, and you must show evidence of your own Risk Assessment and Insurance Liability for any accidents on our site before setting up.**
- Bouncy Castles must be erected outdoors (never indoors) and between April and September only. They must not be erected in high winds and must be supervised at all times in terms of numbers, age and size of children.

Thank you & we hope you enjoy your event!

WEST HEATON GENERAL COMMITTEE

MARCH 2026

