

YOUR DETAILS

YOUR NAME	
ADDRESS	
POST CODE	
CONTACT NUMBER (mobile)	
CONTACT EMAIL	
REASON FOR HIRE (e.g. adult party, children's party, corporate event etc.)	
APPROXIMATE GUEST NUMBERS (Adults/U18s)	
DATE OF EVENT	
TIMES REQUIRED (e.g. from 5pm to 11pm)	

REQUIREMENTS - Which of the following do you wish to hire for your event (tick all that apply)? *We can then quote the cost of any hire –indicative prices overleaf and on our website.*

HALL (including access to kitchen)		Includes access to kitchen
BAR		Separate space with seating
BAR STAFF (Min 1 person at £50/5 hours)		If required how many?
Do you want to discuss corkage?		From £6 per bottle (wine only)
LIGHTING AND SOUND SYSTEM		From £75
HALL DECORATION		From £100
WILL YOU BE PLAYING MUSIC?		Music can generally be played until 11pm with the hall cleared by midnight for evening hires
TENNIS COURTS (Weekday corporate events)		If required, how many?
Are you interested in catering?		We can provide introductions to local businesses
Do you require cleaning post hire?		If not, you will be required to clean the venue before departure or by 10am the following day
I CONFIRM I HAVE READ, UNDERSTAND AND AGREE TO THE CONDITIONS OF HIRE SPECIFIED OVERLEAF (or on our website)		

Please complete as much as possible and email to hallhire@gardenstennis.co.uk and call our Bar Manager (Tony) on 07836 509275

This section is to provide any other information about your facilities hire request:

CONDITIONS OF HIRE

Deposit and Payment Terms:

- £100 deposit is payable on confirmation of your booking which will be repaid within 1 week of the hire date). The Gardens Lawn Tennis Club reserves the right all or part of the deposit to cover breakages or damage or to restore the venue to its original cleanliness;
- Full cost of hire, must be paid (bank transfer or credit card) at least 24 hours in advance

Maximum capacity of venue: 150 people

Permitted times (all subject to agreement):

- Music must finish no later than 11pm
- Hall must be cleared by midnight
- Guests must depart the venue no later than 12.30am

Respect for our neighbours: Please respect our neighbours when leaving (particularly when your hire ends late in the evening).

Alcohol: The terms of our licence means guests are not allowed to bring in their own alcohol or soft drinks (the only exception is if a corkage charge has been agreed). If this happens we reserve the right to confiscate any alcohol and may ask the offending guests to leave the premises

Catering: We can introduce you to local businesses, which can provide catering for your event. If hiring the hall or the bar, there is a small kitchen which can be used to heat and store food brought from outside.

Indicative costs

Hire of hall/ bar (incl. furniture**) for 5 hours (incl 2 bar staff) for up to 100 people = **£400**
Additional bar staff (£50 per additional 25 people over 100)

**** Furniture:** Ten 4' x 2' tables, Three 3' x 3' tables and up to 80 matching chairs, Four 2' x 2' tables and a 6' x 2' catering table plus a further 16 matching chairs

Corkage: By prior arrangement from £6 per bottle (wine only)

Lighting and Sound System: Amplifier, mixing desk, 4 speakers and microphone (suitable for iPod, PC or CD player) = £75

Hall Decoration: Dressed hall (walls, ceiling and backdrop) = £100

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