

ANGEL INDOOR BOWLS CLUB PREMISES BOOKING FORM

1. Organisation / Hirer Details

- Organisation Name: _____
- Contact Name: _____
- Address: _____
- Club Membership number (if applicable) _____
- Club Sponsor. Y/N _____
- Telephone: _____
- Email: _____

2. Booking Details

- Type of Event (please tick):
 - Meeting
 - Wake (No charge for bowls club members)
 - Party (Note we do not accept bookings for children's or young people's parties)
 - Other (please specify): _____
- Frequency (weekly/monthly etc) _____
- Date of Event. If regular First event date) _____
- Start Time: _____ End Time: _____
- Estimated Number of Attendees: _____

3. Facilities Required (please tick)

- Restaurant area
 - Bar Facilities – Dependent on numbers there may be an additional charge for extra staff.
 - Parking – Dependent on numbers, parking may be restricted
 - Additional Requirements (Music, Microphone, IT equipment, etc.):
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4. Catering & Bar

- Will you require catering? Yes No
- If yes, details: _____
- If yes we will pass this to our catering franchisee to contact you. Please note that you may not supply your own food.
- Do you require bar service? Yes No

5. Insurance & Responsibility

The hirer agrees:

- To be responsible for the conduct of all attendees
- To leave the premises clean and tidy
- To pay for any damage caused
- To comply with health & safety and licensing requirements
- To comply with our safeguarding policy.

6. Declaration

I agree to the terms and conditions of hire.

Name: _____

Signature: _____

Date: _____

5. Charges

- Hire Fee as agreed with AIBC £ 50.00. Per booking
- Additional Costs: £ _____
- **Club Member Discount (10%): -£ _____** *(if applicable)*
- **Total Payable: £ _____**
- Deposit Required: £ _____
- Balance Due By: _____

Office Use Only

- Booking Approved By Board: _____
- Date: _____
- Payment Received: _____ Cash/Bacs/Card
- Booking passed to bar staff
- Date: _____
- Booking passed to Catering franchisee
- Date: _____
- Notes: _____