

MARLBOROUGH TOWN FOOTBALL CLUB BOOKING APPLICATION FORM

Name of Hirer(s): _____
Address inc Postcode: _____

Contact Number(s) inc std: _____

I HEREBY MAKE APPLICATION FOR USE OF THE PREMISES AS SET OUT AND AGREE TO THE TERMS AND CONDITIONS OF HIRE AND ANY OTHER NOTES ATTACHED.

Approximate number of persons attending (Max 180): _____

PLEASE PROVIDE A PROVISIONAL COPY OF THE GUEST LIST WITH THIS APPLICATION AND A COMPLETE PRINTED ONE SHOWING BOTH FIRST AND SURNAMES OF THE GUESTS WITHOUT FAIL NO LESS THAN ONE WEEK BEFORE THE DATE OF THE HIRE, FAILURE TO PROVIDE THIS COMPLETE LIST WILL RESULT IN A DELAY OR EVEN THE CANCELLATION OF YOUR BOOKING.

Hall:

Bar:

Hall Hire Price: £ _____

S.I.A. Registered Door Staff: £ _____

Any other requirements/facilities: _____

Deposit*: **£100**

** The deposit is payable on return of the completed booking form. The deposit is non refundable if the booking is cancelled within 14 days of your event. Any cancellation must be confirmed in writing.*

** The deposit is refundable provided that there is no damage and the Club is left in a reasonable condition. (Separate cheque please or payment by debit card is available if preferred)*

**Children are the responsibility of their parents/guardians at all times. The Club cannot be held responsible or liable for their well being or behaviour. Compensation for any damages caused by misbehaviour will be claimed from their parents/guardian.*

**Our Staff & Committee reserve the right to ask people to leave if they feel that reasonable standards are not being met.*

**The Club reserves the right to refuse entry to a person or persons on the hirer's guest list or activity attendees.*

Proposed Booking Date: _____

Period of Use: From: _____ To: _____

Required Purpose: _____

Do You Require Prior Access For Preparation?: Yes: No:

If You Do, Please Specify: From: _____ To: _____

Please Give Details of Any Equipment and/or Furniture Which You Intend To Bring Onto The Premises: _____

The Person who will be present on the occasion of the hiring which will be responsible for the premises will be: The Hirer: A.N.Other:

If A.N.Other please provide their Full Name, Address inc Postcode and Contact Number: _____

If the person responsible is someone other than myself I will ensure that he/she is made fully aware of the terms and conditions of hire:

Date: _____ Signed: _____ Print Name: _____

When completed this form should be sent to Marlborough Town Football Club, Elcot Lane, SN8 2BG at least 4 weeks prior to the proposed date of use and clearly marked for the attention of the Club House manager. Please contact 01672 513340 if you are unsure of anything.

COMMITTEE / CLUB HOUSE MANAGER ACKNOWLEDGEMENT OF USE:

Date: _____ Signed: _____ Name: _____ Position: _____