

St. Mary's Social Club and Parochial Hall

Melton Street, Batley WF17 8PT



stmarysclubbatley@hotmail.com



Club: 01924 473821 Secretary: 01924 478394

www.stmaryssocialclubbatley.uk/



[Facebook.com/stmaryssocialclubbatley](https://www.facebook.com/stmaryssocialclubbatley)

Application form for Function Room Hire.

Hirer's Name			
Address			
Postcode			
Telephone		E-mail:	
Type of function			
Date of function		Number of Guests	

EARLY ACCESS for setting out buffet, room décor etc. will be allowed 1 HOUR before the stated access time. This **MUST** be booked through the booking secretary prior to the event.

DO YOU REQUIRE TOAST WINES OR CHAMPAGNE? If so these can be pre-ordered through the Bookings Secretary. (Glasses available from the bar) at least 2 weeks before the event

We have two kitchens available to hire at £15 each.

Costing of Booking		
Cost Of Room	£ - p
Kitchen Hire	£15	£ - p
Drinks Package	£ - p
	Total Cost =	£ - p

Room hire tariff per session, includes full bar service (with exception of room hire before 12 noon), private use of room hired and use of banqueting tables.

To accept the terms and conditions set out overleaf, please sign below

Signed: _____ Print: _____ Date: _____

If you would be happy for us to use a photograph of the room for publicity purposes please tick _____

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PLEASE KEEP THIS PAGE FOR YOUR OWN REFERENCE

**RETURN PAGE 1 OF THE BOOKING FORM ALONG WITH A DEPOSIT OF A
THIRD OF THE TOTAL WITHIN 7 DAYS OF RECEIVING THIS FORM TO
SECURE BOOKING**

Type of function		Date:	
Room Hired:		Time:	

<u>Costing of Booking</u>			
Cost Of Room	£	- p
Kitchen Hire	£15 (if applicable)	£	- p
Drinks Package	£	- p
	Total Cost =	£	- p
	<u>Deposit Paid</u>	£	- p
	<u>Balance Outstanding</u>	£	- p

You can now find us on the internet and on Facebook. Please see the below links will keep you in touch with the many different opportunities for you to visit our venue, to try out lots of different activities, meet and make friends, and most of all, have fun. There are dance events (social sequence, line, rock'n'roll), singing, quiz, amateur theatre, ladies afternoon club, etc.

- www.stmaryssocialclubbatley.uk
- www.facebook.com/stmaryssocialclubbatley

(Please feel free to give us a 'like'
and leave a review on our Facebook following your event).

Terms & Conditions

PAYMENT: a non-returnable deposit of one third of the hiring fee will be required with this application, the **BALANCE TO BE PAID 14 DAYS BEFORE THE FUNCTION DATE**.

Any booking not confirmed with deposit within 14 days of the initial enquiry may be cancelled.

Cheques should be made out to St. Mary's Social Club. Cash payments can be made directly to the steward at the bar.

EARLY ACCESS: for setting out buffet, room décor etc. will be allowed 1 HOUR before the stated access time. This **MUST** be booked through the booking secretary prior to the event.

DRINKS: All drinks consumed on the premises will be purchased at the bar, with the possible exception of toast wines/champagne. These need to be ordered a minimum of 2 weeks before the event

AFTER THE EVENT: All food to be disposed of and all gifts etc. to be removed. **NO ITEMS MAY BE LEFT ON SITE.**

DAMAGE: The costs of any damage to club property arising from the function will be met by the hirer.