The Nelson Club, 21 Charles Street, Warwick CV34 5LE

Form of application for the use of the Nelson Club Function Room

This application does not constitute a booking

Name of person making the booking	
Membership Number (if applicable)	
Full address of applicant **(inc postcode)** *This person must be present throughout the booking and take responsibility for it*	
Telephone Number(s): (Required)	
Name of person/society on whose behalf the application is being made if different from above	
Date room required	
Time room required	From : Until :
Full details of the purpose for use of the Function Room	
Number of people attending the function (maximum 140)	

Signature of applicant _____

Date of application _____

Applicants are advised to give as much notice as possible before the date of the proposed function. All applications will be considered in order of receipt. Applicants will be informed of the result of the application in due course. **Attention is drawn to the conditions of use for the Function Room attached to this form which should be retained and any further conditions imposed if the application is successful. Any special arrangements required must be confirmed with the Secretary well in advance of the function.**

Office Use Only:

Date booking approved	**Date confirmation letter sent**	**Fee paid and date:**
Date bond refunded (if applicable)	**Special notes:**	

CONDITIONS FOR USE OF THE NELSON CLUB FUNCTION ROOM

1. You are required to pay the hire charge in advance, such charge includes a bond which will be returned to you after the event if everything is left in good order and there have been no disturbances during the event. **Cheques should be made payable to "The Nelson Club"**

2. **The person making the booking (the applicant) should be the first to arrive and the last to leave and be present throughout**. The applicant must check that the guests are only those included on the list of those attending which must be supplied to the Secretary at least **14 days** before the function. The applicant must also ensure that all guests leave in a quiet and orderly manner. The applicant, in making the booking, takes responsibility for the behaviour of all the guests **even when making the booking on behalf of another**. The membership of the applicant as well as the bond are at risk if there is any unacceptable behaviour or any damage

3. No function is permitted to continue in the Hall after 11.30 pm Monday to Thursday and 12.00 midnight on Friday & Saturday or 11.00 pm on Sunday. **Guests will be required to vacate the premises at these times.** The bar will close half an hour before these times in each case

4. No temporary decoration shall be carried out unless using the wall hooks provided around the hall. There must be no damage to the Hall through the use of pins, nails etc. Any decoration used must be removed at the end of the function**.** The applicant shall ensure that the total attendance at the function shall be as per the number in the application and shall not in any circumstances exceed 140. The applicant shall also supply a list of non members attending the function at least 14 days before the event to enable them to be made temporary members for the function. The committee reserve the right to cancel the booking without notice if the list is not supplied. No function held at the Club may in any way be publically advertised by the hirer/applicant

5. Any direction from the Steward, Committee member or officer of the Club for the proper use and protection of the premises must be observed including the volume of any entertainments. The function room bar will be available for your use during the time of your booking. Your guests are not permitted to enter the members bar or any other member's area

6. Candles, table confetti and smoke machines are not permitted to be used

7. Whilst children may attend the function they must be supervised at all times and must not disturb the enjoyment of other patrons.

8. Smoking is strictly forbidden on the Club premises. Anyone wishing to smoke can use the smoking shelter towards the rear of the Club.

9. **Guests must not smoke in the entrance area of the Club**

Subletting of any part of the premises is strictly forbidden.

If the application is successful he/she will be required to sign and return the copy of these conditions which will be sent with the confirmation letter and, in doing so confirms that he/she accepts responsibility for ensuring that these conditions are complied with, that no damage of any kind is caused to the Club during the function and takes responsibility for the behaviour of the guests. In signing, the applicant confirms that they accept that they will pay for any damage that might be caused and takes responsibility for the conduct of the guests.

Please keep for future reference