

£100.00 Deposit Paid - Wedding (non-refundable)

Paid in Full

£50.00 Deposit Paid – Party (non-refundable)

FUNCTION BOOKING FORM
2018

**Coaver Club
Matford Lane
Exeter
EX2 4PS**

Telephone (01392) 382519 Office
383335 Bar

THE FUNCTION HALL CAN ONLY BE BOOKED BY COAVER CLUB MEMBERS

NAME

MEMBERSHIP NUMBER

ADDRESS

EMAIL ADDRESS

TELEPHONE

TYPE OF EVENT

DATE OF EVENT

AMOUNT OF GUESTS

(Please note the hall is licensed to hold up to 200 persons only)
WEDDING RECEPTIONS £475.00 (including table cloths)

EVENING PARTIES IN MAIN HALL £200.00

SKITTLE ALLEY HIRE CHARGE £25.00

CHILDRENS PARTIES £50.00

LOUNGE HIRE £50.00 / CHRISTENINGS £50.00

WAKES £50.00

I agree to abide the rules & regulations of the Coaver Club.

SIGNED DATE.....

*A non refundable deposit of £50.00 is required in the form of a cheque when booking the function. Any outstanding balances are then due to be paid 2 weeks prior to then. A guest list for all those attending who are not members of the club has to be provided to the manager 2 weeks before the event due to licensing laws. **Please read the back for terms & agreements.***

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Membership: all attending must be Coaver Club members or their guests. Guest must be signed in and the appropriate fee paid at the bar for day membership. Day membership is currently limited to 3 occasions per annum. The organiser of the activity is responsible for nominating new members to the Coaver Club Management Committee. All those participating in such activities should be invited to join the Club.

Set-up: the room will normally be set-up for the intended use, provided sufficient advance notice of the booking is given. However, there may be occasions when the organiser will need to make their own arrangements (e.g. staff sickness or leave). In such cases the organiser must ensure that this is done in a safe manner and without damage to the hall (e.g. furniture must be lifted not dragged).

Room condition: the person / organisation booking the room must ensure that it is left in a fit and proper state. This includes ensuring that the room is tidy and all litter, etc must be removed prior to vacating the room.

Walls: it is not permitted to fix items to the walls as this will mark and or damage the wallpaper or woodwork. Flipchart boards can be provided if necessary. Party Poppers and candles are not permitted.

Insurance cover: prior to commencement of any activities all participants must be advised that there is no insurance cover for activities taking part on Club premises. Individuals or organisations are therefore advised to make their own arrangements accordingly. Nor is there insurance cover for personal effects lost, stolen or damaged. Lockers are available if required and keys may be obtained from the Bar.

Fire doors: These should remain closed except in the event of a fire. Adequate ventilation is provided by way of the windows. However, in exceptional circumstances the doors may be used for additional ventilation, but the organiser must ensure that access in and out of the club via this route is strictly controlled and limited to those participating in that activity only.

Damages: must be paid for by the person / organisation booking the room

By signing the page overleaf indicates that you have read the above and agree all the terms and conditions stated.

For more information contact Kelly Browning (Coaver Club Manager) [01392 382519](tel:01392382519) (office), [01392 383335](tel:01392383335) (bar) or email kelly.browning@devon.gov.uk .

CUSTOMERS COPY
COAVER CLUB FUNCTION BOOKING FORM
2018

PLEASE READ AND KEEP THIS SAFE AS WE MAY NEED TO REFER TO IT

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