

ALL FORMS MUST BE COMPLETED IN FULL BEFORE THEY WILL BE CONSIDERED



PERTH CIVIL SERVICE SPORTS CLUB ROOM BOOKING APPLICATION FORM

To: The Secretary
Civil Service Sports Club
11 St Leonard's Bank
Perth
PH2 8EB

Members Name
Address
.....
.....
Postcode Tel No

Please read the club's rules and conditions on the reverse, before completing this form

Type of Membership : Full Family Associate Please circle membership type

Department Date of application

Room Required Date required

Time required Type of Function

Numbers attending No of Members attending

Type of Entertainment

Will catering be required **Yes / No** Do you require a late Licence **Yes / No**

Hire Fees:

St Leonard's Suite ~ Day..... £30.00
St Leonard's Suite ~ Evening £40.00
St Leonard's Suite ~ Day & Night£100 .00
Committee Room ~ Day / Evening..... £20.00

If a late licence is requested, an additional sum of **£17.00** should be included with your remittance. This is non-returnable in the event of the late licence being refused by the Licensing Authority. You **must** also supply a letter with your application form, stating the reasons why you are requesting a late licence.

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| <i>For Official Use Only</i> | |
| Date Form Received/...../..... £..... <u>Cash /Cheque</u> | Confirmed member? Yes / No. Monies Received: Fees to Treasurer on/.../..... |
| Number of guests..... Number of members attending..... | |
| Approved by the Committee on: -/...../..... Confirmation letter sent...../...../..... Stamped in Diary...../.../..... | |
| Late Licence Letter? Yes /No Applied for: -/...../..... - Received Back:-...../...../ .. | |
| Granted Yes / No - Letter of explanation sent? Other points..... | |

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PLEASE NOTE CAREFULLY

PLEASE READ THE FOLLOWING RULES AND CONDITIONS THAT MUST BE STRICTLY ADHERED TOO, FOR ALL BOOKINGS.

- 1 The organizing member **must** be in attendance throughout the entire Event / Function.
- 2 That no damage is cause by any member or guest to any of the Clubs Property or Premises.
- 3 All guests who are Non-Members **must** restrict themselves to the St Leonard Suite, with the exception of using the toilet or the pay phone.
- 4 The behaviour of the attendees, does not give rise to any formal complaints by the bar staff, and or any club member. This also extends to our neighbours in the flats in St Leonard's Bank.
- 5 It is a strict condition in respect of a private function that the organizing member ensures that all guests attending the function will be signed in. This is in accordance with the Club rules. No guest will be supplied with alcohol liquor in the Club Premises, unless on the invitation, and in the company of a member.
- 6 We do not allow 18th Birthday Parties to be held within the Club Premises. In addition, we can **No Longer Accommodate Full Marriage Ceremonies**. You must also state what type of function you are having, as the licensing board requires this information. Any Member falsifying this information on their booking form, may put the event / function at risk of cancellation, and also face disciplinary action by the Club Committee.
- 6A We allow 21st Birthday Parties but they must meet the following criteria, a full guest list must be supplied, no late licence, a £100 deposit and the booking member **Must** be in attendance throughout the night.
- 7 We do not allow Party Poppers, Confetti, Glitter, or similar items to be dispersed within the Club premises.
- 8 Our resident caterer **must** do all the catering. Self catering is **not** permitted within this Club.
- 9 We require two calendar months notice in writing, for any cancellation of bookings. We may look at individual cases sympathetically.
- 10 That all members and guests are off the Club premises 20mins after the last orders at the bar. It is advisable to pre-book your transport, as it can be difficult to get transport at certain times.
- 11 **PLEASE NOTE CAREFULLY: ADMISSION CHARGES ARE PROHIBITED UNLESS AUTHORISED BY THE COMMITTEE.**
- 12 A letter informing you about of the outcome of your application will be sent to you after the committee meeting. (These are held on the first Tuesday, of each Month)
- 13 A deposit is no longer required except 21st birthdays. However, the booking member remains responsible for the behaviour of his/her guests and will be accountable to the committee should any damage or unruly behaviour occur.
- 14 All children must be supervised at all times, and this includes when they are going to the toilets.

Your signature below indicates that you clearly understand & agree to the rules and conditions stated on this booking form.

Organising Members Signature

Date

.....

...../...../.....