

Swanage Con Club  
 Booking Secretary - Lynsey Evans  
 Tel: 01929 423600 Email: swanageccsec@gmail.com  
**HIRING OF SWCR FUNCTION ROOM AGREEMENT**  
**(NON MEMBERS)**

<b>APPLICATION TO HIRE</b>		<b>PLEASE COMPLETE BOXES BELOW</b>		
Name of person hiring the room:				
Membership Number:				
On behalf of ( <i>if hiring for someone else</i> ):				
Address: ( <i>hirer's details</i> )				
Telephone number -Home: Mobile:				
Email address:				

Date of Function:		Session1 11am to 6pm (mark applicable session)		Session2 6pm to 12am (mark applicable session)	
Type of function:					
Approx. number of guests:					
BAR REQUIRED: (Min 40 people)		Yes/No	Time from:	Time to:	
Room hire due with booking <b>£50.00 per session</b> ( <a href="#">see terms and conditions</a> )		£	Paid:		
Refundable deposit due with booking <b>£100.00</b> ( <a href="#">see terms and conditions</a> )		£	Paid:		
Use of Disco System/TV: <b>£10.00</b> (each, as required)		£	Paid:		
Buffet Required Please discuss at time of booking		YES/NO	Paid:		

**Room available from 10:30am on the morning to allow setting up of the room**

I have read and understood the attached terms and conditions of hire and confirm the details set out above.
Signature of person hiring the room: _____

<b>GDPR:</b> The Club abides by current GDPR rules and Regulations
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For Office use:	
Hiring agreed by:	
On (date):	

***No booking will be accepted without the above completed form and deposit.***

***PLEASE KEEP ATTACHED INFORMATION AND T'S & C'S FOR YOUR RECORD AND INFORMATION***

**DISCLAIMER FOR SUPPLYING FOOD IN THE SWRC  
SWANAGE CON CLUB**

I hereby confirm that Swanage Con Club accepts no responsibility for the hygiene control involved in the preparation and service of food at the function being held on:

**Date:**

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I shall supply all the disposable plates and eating utensils  
I understand it my responsibility to ensure all left over food is  
disposed of at the end of the function.

**Name of Person Supplying food:**

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**Signature of Person Supplying food:**

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Thank you.  
Club Secretary