



# Denvilles Club

Langstone Conservative Club Ltd

Denvilles House 33 Emsworth Road Havant Hampshire PO9 2SN

Tel: 023-92492281 Email: [secretary@denvilleshouse.net](mailto:secretary@denvilleshouse.net) Website: [www.denvilleshouse.net](http://www.denvilleshouse.net)

## 2014 Panel Room, Card Room & Club Room Hire Booking Form

Iss 19

Please complete the following in BLOCK CAPITALS please

Membership No. \_\_\_\_\_

(if applicable)

Name \_\_\_\_\_ Tel No \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**IT IS THE RESPONSIBILITY OF THE PERSON(S) HIRING THE FACILITY TO ENSURE THAT ANY ELECTRICAL APPARATUS BROUGHT INTO THE PREMISES MUST BE PAT TESTED (Portable Appliance Test). FAILURE TO COMPLY MAY RESULT IN NOT BEING COVERED BY INSURANCE AND THE LANGSTONE CONSERVATIVE CLUB LTD WILL NOT BE HELD LIABLE FOR ANY INJURIES RESULTING FROM EQUIPMENT THAT HAS NOT BEEN PAT TESTED.**

Date of function \_\_\_\_\_ Time (from-to) of function \_\_\_\_\_ Type of function \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_ Is food required? \_\_\_\_\_ If so, please state Buffet or Dining \_\_\_\_\_

**This form must be completed and returned at least 10 days before the booking so that if required, menu & costs can be agreed.**

| Facility  | Members<br>(non-commercial use)               | Association & non-profit<br>making groups          | Commercial &<br>Corporate                |   |
|---|---|--|--|---|
| Panel Room  | £9 per Hour,<br>Minimum charge £27            | £10 per Hour,<br>Minimum charge £30                | £17.50 per Hour<br>Minimum charge £52.50 |   |
| Panel Room Bar  | £65.00 setting-up charge plus £12.00 per hour |  |  |   |
| Card Room   | £8 per Hour,<br>Minimum charge £24            | £9 per Hour,<br>Minimum charge £27                 | £16 per Hour<br>Minimum charge £48       |   |
| <p><i>Please state if you require the use of the projector or flipchart stand in the Panel Room (small additional charge).<br/>Wi-Fi is available in Panel Room and the Club Room.<br/>Depending on the numbers involved, there may be a charge for additional staff.</i></p>               |   |  |  |   |
| Club Room   | Daytime<br>(10:00 – 17:00)                    | Evening<br>(17:00 – 23:00)                         | Daytime EXCLUSIVE use<br>(10:00 – 17:00) | Evening EXCLUSIVE use<br>(17:00 – 23:00)            |
| Sunday - Friday   | £80   | £80, plus £30 per hour<br>over 4 hours up to 23:00 | £140                                     | £140, plus £30 per hour<br>over 4 hours up to 23:00 |
| Saturday  | £160  | IN GENERAL<br>NOT AVAILABLE                        | £280                                     | IN GENERAL<br>NOT AVAILABLE                         |
| <p><i>An additional £50 is charged on any evening to close the bar at midnight; normal closing is 23:00 (plus ½ hour drinking-up time)<br/>Normal hiring allows for members to use the main bar at the same time, EXCLUSIVE use is the hirer only</i></p>                                   |   |  |  |   |
| <p><i>Special arrangements and discounts can be negotiated on all the above prices.<br/>Tea &amp; coffee as well as buffets available upon request. All food requirements must be provided by the Club's franchisee,<br/>Chef Sam@33 - and any arrangements must be made with them.</i></p> |   |  |  |   |
| <p><b>STRICTLY all drink must be provided by the Club and all food by Chef Sam@33 franchise.</b></p>  |   |  |  |   |

**Bookings are subject to availability.**

**Please return this form with any payments to the Secretary at the above address.**

**IMPORTANT! – We are unable to confirm your booking without this form and preference will be given to a booking with this form over a provisional reservation.**

### Rules

- Noise must be kept to a minimum
- For insurance purposes, a full list of those attending the Panel & Card Rooms must accompany the booking form. Note details above concerning PAT testing.
- The booking of the Club Room is subject to availability. Saturday nights carry a surcharge and are restricted to a maximum of number of bookings per year.
- Payment in advance is required to accompany this booking form. 10% is charged for any cancellation.
- You must be a member for at least 6 months to book the Club Room exclusively and be in attendance at the event booked.
- Membership is not required to book the Panel & Card Rooms.
- Any equipment, decorations, etc. that may be required are the responsibility of the hirer to set-up and clear-up, with no damage to Club premises.
- No children under the age of 13 years are allowed in the Club Room after 8.00pm unless hired **exclusively** for a private function.
- Capacity: **Panel Room** 50 unseated, 28 seated, **Club Room** 100
- Your attention is drawn to our **DRESS CODE**, shown on the Club notice board, copies available from the Secretary.

### For office use

|          |         |          |           |
|----------|---------|----------|-----------|
| Received | Checked | Approved | Confirmed |
|----------|---------|----------|-----------|